

To: Chairman and Members of the Taxi and General Licensing Committee

Councillors Jenns, Bates, Clews, Farrow, Fowler, Hobley, Jarvis, Melia, Osbourne, O Phillips, Smith, Taylor, Turley, Whapples and A Wright

For the information of other Members of the Council

For general enquiries please contact Democratic Services on 01827 719237 or via email – democraticservices@northwarks.gov.

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

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ALCOHOL & GAMBLING LICENSING COMMITTEE AGENDA

30 January 2024

The Alcohol & Gambling Licensing Committee will meet on Tuesday 30 January 2024 at 6.30pm in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire.

The meeting can also be viewed on the Council's YouTube channel at [NorthWarks - YouTube](#).

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

4 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. This will not allow members of the public to speak on any licensing application being considered by the Committee if they are not a party to that application under the Licensing Act 2003. If you are a party to a hearing you will have received a notice of hearing and should respond as indicated in that notice.

Members of the public wishing to address the Board on any other issue must register their intention to do so by 9:30am two working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by email to democraticservices@northwarks.gov.uk or telephone 01827 719221/ 719226 / 719237.

Once registered to speak, the person asking the question has the option to either:

- (a) attend the meeting in person at the Council Chamber;
- (b) attend remotely via Teams; or
- (c) request that the Chair reads out their written question.

The Council Chamber has level access via a lift to assist those with limited mobility who attend in person however, it may be more convenient to attend remotely.

If attending remotely an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able to hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so, they made need to mute the sound on YouTube when they speak on the phone to prevent feedback).

ITEMS FOR DISCUSSION AND DECISION

- 5 **Minutes of the Alcohol and Gambling Licencing Committee 24 January 2023** – copy herewith, to be approved as a correct record and signed by the Chairman.

6 **General Fund Revenue Budget – 2023/24 Revised and 2024/25 Estimates and Fees and Charges – Report of the Interim Corporate Director – Resources (Section 151 Officer)**

Summary

This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28. It also includes a review of the fees and charges for Alcohol and Gambling Licensing with recommendations for increases.

The Contact Officer for this report is Alison Turner (719374).

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE ALCOHOL AND GAMBLING LICENSING COMMITTEE

24 January 2023

Present: Councillor Jenns in the Chair

Councillors D Clews, M Humphreys, Jordan, McLaughlan, K Parker, O Phillips, S Smith and A Wright

Apologies for absence were received from Councillors Farrow, Hancocks, Macdonald, Moss and Osborne

4 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

5 **Minutes**

The minutes of the meeting of the Alcohol and Gambling Licensing Committee held on 18 July 2022, copies having been previously circulated, were approved as a correct record and signed by the Chairman, subject to it being noted that Minute Number 3, item 4 – bottom of page 5/4 had a missing line added reading ‘fact that they have taken no action’.

6 **General Fund Fees and Charges 2023/2024**

The Chief Executive reported on the fees and charges for 2022/23 and 2023/24.

Resolved:

That the schedule of fees and charges for 2023/24, as set out in Appendix A to the report of the Chief Executive, be noted.

7 **General Fund Revenue Estimates 2023/24**

The Corporate Director – Resources reported on the revised budget for 2022/23 and an estimate of expenditure for 2023/24, together with forward commitments for 2024/25, 202/26 and 2026/27.

Resolved:

a That the revised budget for 2022/23 be accepted; and

Recommendation to Executive Board:

- b That the Estimates of Expenditure for 2023/24, as submitted in the report of the Corporate Director – Resources, be included in the budget to be brought before the meeting of the Executive Board on 13 February 2023.**

A Jenns
Chairman

Agenda Item No 6

Alcohol and Gambling Licensing Committee

30 January 2024

**Report of the Interim
Corporate Director – Resources
(Section 151 Officer)**

**General Fund Revenue Budget –
2023/24 Revised and 2024/25
Estimates and Fees and Charges**

1 Summary

- 1.1 This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28. It also includes a review of the fees and charges for Alcohol and Gambling Licensing with recommendations for increases.

Recommendation to the Committee

- a To approve the revised budget for 2023/24;**
- b To approve the 2024/25 estimates, as presented in this report for inclusion in the overall Tax Set 2024/25 report for the Executive Board on 12 February 2024; and**
- c To approve the fees and charges as detailed in Appendix C and section 5 of this report.**

2 Introduction

- 2.1 In consultation with the budget officers and Directors this report presents the Alcohol and Gambling Licensing Committee estimates for 2024/25 along with the revised budgets for 2023/24, the detailed figures are in Appendices A and B.

- 2.2 At its meeting in November 2023, the Executive Board approved the Medium Term Financial Strategy (MTFS) for 2024-2028, which required savings of £2 million over a four-year period. This required budget savings of £500,000 in 2025/26 with additional savings of £500,000 in 2026/27 and £1 million in 2027/28. Only limited growth was built into the strategy therefore any additional expenditure will impact on the funding position.

- 2.3 The figures for the revised 2023/24 and the estimates for 2024/25 are presented in Table 1. The summary figures for the Alcohol and Gambling Licensing Committee are presented at subjective level. Appendix A and B provide a more detailed breakdown of the figures. (the detailed cost centre pages are available but are not included as part of this report).

Table 1 - A Summary of the Alcohol and Gambling Licensing Committee's requirement is shown below:

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
Employee Costs	-	-	-
Supplies and Services	1,360	1,360	1,400
Gross Expenditure	1,360	1,360	1,400
Income	(64,870)	(65,900)	(65,900)
Net Controllable Expenditure	(63,510)	(64,540)	(64,500)
Departmental Support	39,650	39,650	44,700
Central Support	6,170	6,170	3,740
Net Expenditure	(17,690)	(18,720)	(16,060)

3 **Comments on the 2023/24 Revised Budget**

3.1 The revised budget for 2023/24 is estimated to be surplus £18,720 an improvement of £1,030 on the approved position.

4 **Comments on the 2024/25 Estimates**

4.1 The 2024/25 estimate has been prepared, considering the following assumptions:

- A 4% pay award from 1 April 2024; and
- 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 2024/25 is a surplus of £16,060 an increase in costs of £1,630 on the 2023/24 approved budget and an increase in costs of £2,660 on the revised 2023/24 budget.

5 **Income - Fees and Charges**

5.1 The Council has reviewed fees and charges on an annual basis and increased by inflation if appropriate. Any other changes have tended to be on an ad hoc basis. Income Generation is an important part of the Medium-Term Financial Strategy (MTFS) with a budget of £3.4m in 2023/24 and as such members adopted a Fees & Charges Strategy with the following key guiding principles:

- All fees and Charges should be increased at least by September CPI unless there is a robust reason why this is not appropriate – Planning fees set by Government, requirement to demonstrate break even in terms of cost and charge, increase would have a detrimental impact on demand reducing income overall.

- The charge should at least cover the cost of providing the service, no subsidy.
- All services should be reviewed to explore opportunities for new charges.

5.2 The fees and charges for the Alcohol and Gambling Licensing Committee are detailed in Appendix C. Proposed increases are largely 4% as included as a general increase in the MTFS. If relevant charges are benchmarked against other providers of the service to ensure they are comparable.

6 Risks to Services

6.1 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 are at risk from a downturn in the economy.	Low	Low

7 Future Year Forecasts

7.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2024/25. The table below provides a subjective summary for the Alcohol and Gambling Licensing Committee:

	Forecast Budget 2025/2026 £	Forecast Budget 2026/2027 £	Forecast Budget 2027/2028 £
Supplies and Services	1,430	1,460	1,490
Gross Expenditure	1,430	1,460	1,490
Income	(65,900)	(65,900)	(65,900)
Net Controllable Expenditure	(64,470)	(64,440)	(64,410)
Departmental Support	46,020	47,300	48,630
Central Support	3,520	3,620	3,730
Net Expenditure	(14,930)	(13,520)	(12,050)

7.2 The forecasts given above have used several assumptions, which include pay awards of 4% in 2025/26 and 3% in 2026/27 to 2027/28, increases in contracts and general increases in supplies and services of 3% in 2025/26 and 2% in 2026/27 and 2027/28. In total, net expenditure is expected to increase by 7% in 2025/26, by 10% in 2026/27 and by 11% in 2027/28, unless fees are increased.

7.3 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.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 As detailed in the body of the report.

8.2 Environment and Sustainability Implications

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

8.3 Risk Management Implications

8.3.1 There are several 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 experience and knowledge of the past, 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 Alison Turner (719374).

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	-	-	-	-	-
Premises Related	-	-	-	-	-
Supplies and Services	1,360	1,360	1,400	-	40
Transport	-	-	-	-	-
Miscellaneous Expenditure	-	-	-	-	-
Earmarked Reserves	-	-	-	-	-
Gross Expenditure	1,360	1,360	1,400	-	40
Income	(64,870)	(65,900)	(65,900)	(1,030)	-
Net Controllable Expenditure	(63,510)	(64,540)	(64,500)	(1,030)	40
Departmental Support	39,650	39,650	44,700	-	5,050
Central Support	6,170	6,170	3,740	-	(2,430)
Capital Charges	-	-	-	-	-
Net Expenditure	(17,690)	(18,720)	(16,060)	(1,030)	2,660

Steve Maxey ENV

Environment

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	-	-	-	-	-
Premises Related	-	-	-	-	-
Supplies and Services	1,360	1,360	1,400	-	40
Transport	-	-	-	-	-
Miscellaneous Expenditure	-	-	-	-	-
Earmarked Reserves	-	-	-	-	-
Gross Expenditure	1,360	1,360	1,400	-	40
Income	(64,870)	(65,900)	(65,900)	(1,030)	-
Net Controllable Expenditure	(63,510)	(64,540)	(64,500)	(1,030)	40
Departmental Support	39,650	39,650	44,700	-	5,050
Central Support	6,170	6,170	3,740	-	(2,430)
Capital Charges	-	-	-	-	-
Net Expenditure	(17,690)	(18,720)	(16,060)	(1,030)	2,660

**NORTH WARWICKSHIRE BOROUGH COUNCIL
LICENSING BOARD - ALCOHOL AND GAMBLING
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
4000	Licensing Authority	(20,212)	(16,260)	(17,700)	(15,400)
4019	Gambling Act Authority	(1,270)	(1,430)	(1,020)	(660)
	Net Expenditure	(21,482)	(17,690)	(18,720)	(16,060)
	Net Expenditure TOTAL	(21,482)	(17,690)	(18,720)	(16,060)

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

Rateable Value	Band	
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

Band	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE
	£		£
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

Band	Multiplied fee if primarily selling alcohol		
	NET CHARGE	VAT RATING	TOTAL CHARGE
	£		£
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

FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003

PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE

SCHEDULE 3 regulation 4(4)

ADDITIONAL FEE

Number of persons	Additional Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE
	£		
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 2024

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
	£		£
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
	£	£	£
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
	£		£
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

NORTH WARWICKSHIRE BOROUGH COUNCIL
LICENSING COMMITTEE
FEES AND CHARGES FROM 1 APRIL 2024

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

SCHEDULE 6 (Regulation 8)

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

Application or notice	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE
	£		£
section 25 (theft, loss, etc. of premises licence or summary)	10.50	Outside Scope	10.50
section 29 (application for a provisional statement where premises	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 prem	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 matt	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 2024****FEES UNDER THE GAMBLING ACT 2005**

	Conversion Fast-track applica	Conversion Non Fast-track application
	TOTAL CHARGE	TOTAL CHARGE
Premises Type	£	
Regional Casino	N/A	N/A
New Large Casino	N/A	N/A
New Small Casino	N/A	N/A
Existing Casinos	240.00	1,600.00
Bingo Premises	240.00	1,400.00
Adult Gaming Centre	240.00	800.00
Betting Premises Tracks	240.00	1,000.00
Family Entertainment Centres	240.00	800.00
Betting Premises (other)	240.00	1,200.00
	TOTAL CHARGE	TOTAL CHARGE
	£	£
Regional Casino	6,400.00	12,000.00
New Large Casino	4,000.00	8,000.00
New Small Casino	2,400.00	6,400.00
Existing Casinos	N/A	4,000.00
Bingo Premises	960.00	2,800.00
Adult Gaming Centre	960.00	1,600.00
Betting Premises Tracks	760.00	2,000.00
Family Entertainment Centres	760.00	1,600.00
Betting Premises (other)	960.00	2,400.00
	TOTAL CHARGE	TOTAL CHARGE
	£	£
Regional Casino	12,000.00	6,000.00
New Large Casino	8,000.00	4,000.00
New Small Casino	4,000.00	3,200.00
Existing Casinos	2,400.00	1,600.00
Bingo Premises	800.00	1,400.00
Adult Gaming Centre	800.00	800.00
Betting Premises Tracks	800.00	1,000.00
Family Entertainment Centres	600.00	800.00
Betting Premises (other)	480.00	1,200.00

NORTH WARWICKSHIRE BOROUGH COUNCIL

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2024

FEES UNDER THE GAMBLING ACT 2005

Transfer of licenc Reinstatement fee

	TOTAL CHARGE	TOTAL CHARGE
Premises Type	£	£
Regional Casino	5,200.00	5,200.00
New Large Casino	1,720.00	1,720.00
New Small Casino	1,440.00	1,440.00
Existing Casinos	1,080.00	1,080.00
Bingo Premises	960.00	960.00
Adult Gaming Centre	960.00	960.00
Betting Premises Tracks	760.00	760.00
Family Entertainment Centres	760.00	760.00
Betting Premises (other)	960.00	960.00
	TOTAL CHARGE	TOTAL CHARGE

Premises Type	£	£
Regional Casino	12,000.00	50.00
New Large Casino	8,000.00	50.00
New Small Casino	6,400.00	50.00
Existing Casinos	N/A	50.00
Bingo Premises	2,800.00	50.00
Adult Gaming Centre	1,600.00	50.00
Betting Premises Tracks	2,000.00	50.00
Family Entertainment Centres	1,600.00	50.00
Betting Premises (other)	2,400.00	50.00
Temporary use notice	250.00	N/A
	TOTAL CHARGE	

Premises Type	£
Regional Casino	25.00
New Large Casino	25.00
New Small Casino	25.00
Existing Casinos	25.00
Bingo Premises	25.00
Adult Gaming Centre	25.00
Betting Premises Tracks	25.00
Family Entertainment Centres	25.00
Betting Premises (other)	25.00

NORTH WARWICKSHIRE BOROUGH COUNCIL

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2024

FEES UNDER THE GAMBLING ACT 2005

	TOTAL CHARGE £
LICENSED PREMISES GAMING MACHINE PERMIT	
Occasion on which fee may be payable	
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
LICENSED PREMISES AUTOMATIC NOTIFICATION PROCESS	
Occasion on which fee may be payable	
On notification	50.00
CLUB GAMING PERMITS	
Occasion on which fee may be payable	
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
CLUB MACHINE PERMITS	
Occasion on which fee may be payable	
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
FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS	
Occasion on which fee may be payable	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
PRIZE GAMING PERMITS	
Occasion on which fee may be payable	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
SMALL LOTTERY REGISTRATION	
Grant	40.00
Annual Fee	20.00