



<b>Report for:</b>	Regulatory Committee	<b>Item number</b>	To be added by the Committee Section
<b>Title:</b>	Review of Fees and Charges - Licences		
<b>Report authorised by :</b>	<i>J. Parker 10/2/12</i> Julie Parker – Director of Corporate Resources		
<b>Lead Officer:</b>	Graham Oliver (020 8489 3725) <a href="mailto:Graham.oliver@haringey.gov.uk">Graham.oliver@haringey.gov.uk</a>		
<b>Ward(s) affected:</b>  ALL	<b>Report for Key/Non Key Decision:</b>  Key		

**1. Describe the issue under consideration**

To recommend increases to the Council's licensing fees and charges for services with effect from 1st April 2012.

As part of the Medium Term Financial Plan and income policy the Council is required to carry out an annual review of its fees and charges with a view to ensuring its income from these sources are maximised, whilst ensuring that the principle of cost recovery is maintained.

The current inflation rate (RPI) is 4.8%, however a rate of 3% has been proposed for the purposes of applying a default increase for 2012-13 across the full range of Council Fees and Charges, for the following reasons:

- Fees and charges were raised by a significant percentage in 2011-12 and the view taken is that to increase by the current RPI would be overly detrimental to the collection of the Council's income.



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- The Bank of England and Office of Budget Responsibility are both expecting the current RPI to start falling in 2012 and have estimated an RPI of 3% by the end of 2012 or early 2013.
- The principle of cost recovery is maintained by the approval of an increase that is below the rate of inflation.

### **2. Recommendations**

To approve the increase to the Council's licensing fees and charges, as per the attached appendix, with effect from 1<sup>st</sup> April 2012, subject to an equalities impact assessment being carried out and any subsequent changes then required being delegated to the Director of Place and Sustainability and the appropriate cabinet member.

### **3. Other options considered**

Officers have reviewed fees and charges firstly as part of the annual consideration of fee levels and secondly due to the need for the Council to maximise its sources of income in order to mitigate against service cuts.

### **4. Background information**

Appendix A contains the full details of licensing fees and charges proposed increases. All charges are proposed to be increased by 3% in line with the corporate requirement and the Council's MTFP.

### **5. Comments of the Chief Financial Officer and Financial Implications**

The fees and charges proposals are in line with the Council's Medium Term Financial Plan (MTFP) for 2012/13 – 2014/15. The total amount of additional income estimated to be generated from the proposed increases (assuming no impact on volumes) is approx £10k.

### **6. Head of Legal Services and Legal Implications**

Some fees for services provided by local authorities are set out in the parent legislation or regulations made under the parent legislation. In such instances the Council has no option what to charge. Section 93 Local Government Act 2003 allows local authorities to charge for discretionary services, provided there is no alternative power allowing local authorities to charge and provided there is nothing in the parent legislation preventing local authorities from charging for these discretionary services. Where the local authority provide such discretionary services the local authority has a



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duty to secure, that taking one financial year with another, the income from charges under the subsection does not exceed the costs of the provision. Section 93 allows local authorities to charge only some persons for providing these discretionary services and also allows local authorities to charge different persons different amounts for providing a service.

In reviewing charges and fees, services should be able to demonstrate that they have taken into account the overarching Public Sector Equality Duty contained within the Equality Act 2010. Services should also be able to demonstrate that they have considered whether an equalities impact assessment should be carried out regarding the changes to fees and charges and have carried out such an assessment if found to be necessary.

Some fees and charges may not be set by the Cabinet. Regulation 2(6) of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides that decisions on certain approvals, consents, permits and licences (e.g. licensing/planning/consent under the Highways Act 1980) may not be made by the Executive (Cabinet). Likewise charges for such approvals, consents, permits and licences may not be made by the Cabinet. Attached to this report at Appendix A are some fees which may not be set by the Executive (Cabinet). These fees are set by the Regulatory Committee.

### **7. Equalities and Community Cohesion Comments**

An equalities impact assessment will be carried out before the introduction of any new fees.

### **8. Policy Implications**

The recommended increases are in line with the Council's Medium Term Financial Plan.

### **9. Use of Appendices**

Appendix A – Schedule of fees.

### **10. Local Government (Access to Information) Act 1985**

Existing schedules of fees and charges



Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>1. STREET TRADING</b>				
<b>a) APPLICATION FEES FOR LICENCES</b>				
Traditional Stalls, Tottenham Hotspur Match day	109	112.30	3%	
Trading and Displays Outside Shop Premises	109	112.30	3%	
Application/renewal for 3 Years	109	112.30	3%	
Application/renewal for 2 years or less	74	76.20	3%	
Application for temporary licence for six months or less	44	45.30	3%	
Application for temporary licence for six month or less on private land	206	212.20	3%	
<b>Street Festivals/approved events</b>				
Temporary licence for 1 day	19	19.60	3%	
<b>Tables and chairs outside catering establishments</b>				
Application/renewal for 1 year	57	58.70	3%	
Temporary Licence for six months or less	36	37.10	3%	
<b>Variations of Licences</b>		0.00	3%	
Application for variation made at time of renewal	no charge	no charge		
Application for variation made during term of Licence	74	76.20	3%	
<b>b) WEEKLY CHARGES PAYABLE IN ADDITION TO ABOVE FEES</b>		0.00		
Tottenham Hotspur Match day stalls selling refreshments	45	46.40	3%	
Tottenham Hotspur match day non-food stalls	18	0.00		
Small stalls trading 6 days or more	30	30.90	3%	
Temporary small stalls trading two fixed days	20	20.60	3%	
Refreshment and all other large stalls	58	59.70	3%	
Approved extensions to large stalls (per sq. metre)	15	0.00		
Displays of good outside shops (per Sq. metre)	15	15.50	3%	
Tables and chairs outside catering establishments (per sq. metre)	13	13.40	3%	
Temporary Stall at Street Festival	no charge	no charge		
Temporary licence for 6 months or less on private land	18	19.00	3%	
<b>Other Additional Charges</b>		0.00		
Removal by council of goods, stalls, tables, chairs left in street outside trading hours	215	221.50	3%	
Daily storage of same by Council	122	125.70	3%	
Removal and disposal of refuse by council in default of licence holder	Actual cost incurred + 30% Establish ment Charge	Actual cost incurred + 30% Establish ment Charge		
<b>Refunds by Council</b>				
Refusal to renew licence (other than temporary licence)	Whole Fee			
Refusal to grant a licence	50% of fee			
<b>Enforcement</b>				
Issue of enforcement notice for an alleged offence of		0.00	3%	
Unlicensed street trading or the contravention of a		0.00	3%	
Licensing condition.		0.00	3%	
Release fee for the removal and one day storage of a vehicle seized In lieu of legal proceedings	244	251.30	3%	

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
Additional daily charge (excluding Saturdays, Sundays and Public Holidays)	27	27.80	3%	
<b>First Application with one days distribution</b> Main distributors licence	49	50.50	3%	
Associates licence	22	22.70	3%	
<b>Renewals</b> Main distributor	36	37.10	3%	
Associate distributor	18	18.50		
<b>Extra days distribution (Maximum Six)</b> Main distributor per day	11	11.30		
Associate distributor per day	11	11.30	3%	
<b>Refunds by council</b> Refusal to renew licence	Whole Fee	no change		
Refusal to grant licence	50% of fee	no change		

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>(Licensing Fees set locally)</b> (Only one Licence at the present time -- Alexandra Palace )				
<b>FEES PAYABLE ARE ON THE FOLLOWING SCALES Capacity (Maximum permitted number of persons)</b>				
Up to 100	899	926	3%	
101-200	1788	1,842	3%	
201-300	2687	2,768	3%	
301-400	3547	3,653	3%	
401-500	4448	4,581	3%	
501-1000	6072	6,254	3%	
1001-1500	8260	8,508	3%	
1501-2000	11570	11,917	3%	
2001-2500	14312	14,741	3%	
2501-5000	30236	31,143	3%	
5001 plus	49187	50,663	3%	
For new applicants an introductory discount of 50% for the Licenses up to 100 persons non-refundable				
Additional charge for each extension of hours beyond 11.00 p.m. per day (See Note 1)	177	182	3%	
Additional charge for each extension of hours beyond 2.00 a.m. per day (See Note 1)	708	729	3%	
Transfer Fee	604	622	3%	
Duplicate Licence	72	74	3%	
<b>Exhibition Licenses</b>				
Booking Office Licence	806	830	3%	
Transfer of above	591	609	3%	
Variation of Annual Licence	604	622	3%	

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>THE FEE MAXIMUMS ARE PRESCRIBED BY THE SECRETARY OF STATE AND THE LEVEL OF FEE APPLIED LOCALLY IS DETERMINED BY THE FULL LICENSING COMMITTEE (Fees set to comply with Secretary of State Maximum Levels)</b>				
<b>Premises Licence</b>				
<b>Bingo Club</b>				
New Application	3150	N/A	N/A	
Annual Fee	900	N/A	N/A	
Application to Vary	1575	N/A	N/A	
Application to transfer	1080	N/A	N/A	
Application for re-Instatement	1080	N/A	N/A	
Application for Provisional Statement	3150	N/A	N/A	
Licence Application (provisional Statement Holder)	1080	N/A	N/A	
Copy Licence	15	N/A	N/A	
Notification of change	23	N/A	N/A	
<b>Betting Premises (excluding Tracks)</b>				
New Application	2700	N/A	N/A	
Annual Fee	580	N/A	N/A	
Application to Vary	1350	N/A	N/A	
Application to transfer	1080	N/A	N/A	
Application for re-Instatement	1080	N/A	N/A	
Application for Provisional Statement	2700	N/A	N/A	
Licence Application (provisional Statement Holder)	1080	N/A	N/A	
Copy Licence	15	N/A	N/A	
Notification of change	23	N/A	N/A	
<b>Tracks</b>				
New Application	2250	N/A	N/A	
Annual Fee	900	N/A	N/A	
Application to Vary	1125	N/A	N/A	
Application to transfer	855	N/A	N/A	
Application for re-Instatement	855	N/A	N/A	
Application for Provisional Statement	2250	N/A	N/A	
Licence Application (provisional Statement Holder)	855	N/A	N/A	
Copy Licence	15	N/A	N/A	
Notification of change	23	N/A	N/A	
<b>Family Entertainment Centres</b>				
New Application	1800	N/A	N/A	
Annual Fee	675	N/A	N/A	
Application to Vary	900	N/A	N/A	
Application to transfer	855	N/A	N/A	
Application for re-Instatement	855	N/A	N/A	
Application for Provisional Statement	1800	N/A	N/A	
Licence Application (provisional Statement Holder)	855	N/A	N/A	
Copy Licence	15	N/A	N/A	
Notification of change	23	N/A	N/A	
<b>Adult Gaming Centres</b>				
New Application	1800	N/A	N/A	
Annual Fee	900	N/A	N/A	
Application to Vary	900	N/A	N/A	
Application to transfer	1080	N/A	N/A	
Application for re-Instatement	1080	N/A	N/A	
Application for Provisional Statement	1800	N/A	N/A	
Licence Application (provisional Statement Holder)	1080	N/A	N/A	
Copy Licence	15	N/A	N/A	
Notification of change	23	N/A	N/A	
<b>Temporary Use Notices - £500.00 per application</b>				
<b>Licensed Premises Gaming Machine Permit (more than two machines)</b>				
<b>Occasion on which fee may be payable</b>				
Grant	150	N/A	N/A	
Existing operator Grant	100	N/A	N/A	



Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>THE FEE MAXIMUMS ARE PRESCRIBED BY THE SECRETARY OF STATE AND THE LEVEL OF FEE APPLIED LOCALLY IS DETERMINED BY THE FULL LICENSING COMMITTEE (Fees set to comply with Secretary of State Maximum Levels)</b>				
Variation	100	N/A	N/A	
Transfer	25	N/A	N/A	
Annual Fee	50	N/A	N/A	
Change of name	25	N/A	N/A	
Copy of Permit	15	N/A	N/A	
<b>Licensed Premises Automatic Notification Process (Up to two machines) Occasion on which fee may be payable</b>				
On notification- up to 2 category C or D machines only	50	N/A	N/A	
<b>Club Gaming Permits Occasion on which fee may be payable</b>				
Grant	200	N/A	N/A	
Grant (Club Premises Certificate holder)	100	N/A	N/A	
Existing operator Grant	100	N/A	N/A	
Variation	100	N/A	N/A	
Renewal	200	N/A	N/A	
Renewal (Club Premises Certificate holder)	100	N/A	N/A	
Annual Fee	50	N/A	N/A	
Copy of Permit	15	N/A	N/A	
<b>Club Machine Permits Occasion on which fee may be payable</b>				
Grant	200	N/A	N/A	
Grant (Club Premises Certificate holder)	100	N/A	N/A	
Existing operator Grant	100	N/A	N/A	
Variation	100	N/A	N/A	
Renewal	200	N/A	N/A	
Renewal (Club Premises Certificate holder)	100	N/A	N/A	
Annual Fee	50	N/A	N/A	
Copy of Permit	15	N/A	N/A	
<b>Family Entertainment Centre Gaming Machine Permits Occasion on which fee may be payable</b>				
Grant	300	N/A	N/A	
Renewal	300	N/A	N/A	
Existing operator Grant	100	N/A	N/A	
Change of name	25	N/A	N/A	
Copy of Permit	15	N/A	N/A	
<b>Prize Gaming Permits Occasion on which fee may be payable</b>				
Grant	300	N/A	N/A	
Renewal	300	N/A	N/A	
Existing operator Grant	100	N/A	N/A	
Change of name	25	N/A	N/A	
Copy of Permit	15	N/A	N/A	
Registration of small Lotteries				
Fee for initial registration:	40	N/A	N/A	
Fee for annual renewal:	20	N/A	N/A	
<b>1. REGISTRATION OF PREMISES FOR COMPETITIVE BIDDING (Locally set – no present holders) (GREATER LONDON COUNCIL GENERAL POWERS ACT 1984)</b>				
Fee for Registration	320	N/A	N/A	
<b>2. REGISTRATION OF PREMISES FOR THE STORAGE OF EXPLOSIVES (Set by Government) (Manufacture &amp; Storage of Explosives Regulations 2005)</b>				
New Registration fee:	103	N/A	N/A	
Annual Renewal fee	51	N/A	N/A	
<b>3 LICENCE TO SELL FIREWORKS ALL YEAR ROUND ( Set by Government )</b>				
Application / Renewal Fee	500		N/A	
<b>Miscellaneous</b>				

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>THE FEE MAXIMUMS ARE PRESCRIBED BY THE SECRETARY OF STATE AND THE LEVEL OF FEE APPLIED LOCALLY IS DETERMINED BY THE FULL LICENSING COMMITTEE (Fees set to comply with Secretary of State Maximum Levels)</b>				
(A) Classification of films for local viewing per hour	42	43.30	3%	
(B) Motor Salvage Operators Regulations 2002 and Vehicles (Crime ) Act 2001Motor Salvage Operators Regs	100	N/A	Statutory fees	
Each Partner or Director pays and additional fee	35	36.00		
<b>4. POISONS ACT 1972</b>				
Fee for registration	63	65.00	3%	
Fee for renewal	63	64.90	3%	
Fee for change in particular	16	16.50	3%	
<b>5. Pet Shops per Selling Point</b>				
1 to 19 selling points (+ £25 for each category of animal sold)	200	206.00	3%	
20 to 29 selling points ((+ £25 for each category of animal sold)	160	164.80	3%	
30 or more selling points (+ £25 for each category of animal sold)	316	325.50	3%	
Animal Boarding Establishments	291	299.70	3%	
Riding Establishments	358	368.70	3%	
Guard Dog Kennels	186	191.60	3%	
Dog Breeding Establishments	186	191.60	3%	
Dangerous/Wild Animals	527	542.80	3%	
Zoo License	765	N/A	N/A	
Performing Animals	102	N/A	N/A	
<b>6. Sex Entertainment Venue</b>				
New Registration fee:	2550	2627.00	3%	
Annual Renewal fee	1836	1891.10	3%	
Hypnosis	112	115.40	3%	
<b>7. Special Treatment Premises(See Regulations for Class Classification)</b>				
<b>Class 1:</b>				
Applicants fee	471	485.10	3%	
Per additional person authorised to give treatment	337	347.10	3%	
<b>Class 2:</b>				
Applicants fee	471	485.10	3%	
Per additional person authorised to give treatment	90	93.00	3%	
<b>Class 3:</b>				
Applicants fee	200	206.00	3%	
Per additional person authorised to give treatment	83	85.50	3%	
<b>Class 4:</b>				
Applicants fee	120	124.00	3%	
Per additional person authorised to give treatment	68	70.00	3%	

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
<b>WEIGHTS</b>				
Weights not exceeding 25 kg. Weights above 25 kg will be charged for at hourly rates as above	10.8	11	3%	
<b>MEASURES</b>				
Linear measures not exceeding 3m or 10 ft for	10.8	11	3%	
each scale any exceeding 3m will be charged for at hourly rates as above	10.8	11	3%	
Capacity measures without divisions not Exceeding 1 litre or 1 quart	10.8	11	3%	
Other capacity measures will be charged for at hourly rates as above)				
Cubic ballast measures (other than brim measures)	167.6	173	3%	
Liquid capacity measures for making up and checking average quantity packages	26.75	28	3%	
<b>Templates</b>				
Per scale - first item	46.1	48	3%	
Second and subsequent items	26.75	28	3%	
<b>WEIGHING INSTRUMENTS</b> Where an officer has to travel to the location of the weighing instrument for verification an additional fee of £37 will be charged		38	3%	
Exceeding                      Not Exceeding				
15 kg	40.5	42	3%	
15 kg                      100kg	54.6	56	3%	
100 kg                      250 kg	75.1	77	3%	
250 kg                      500 kg	122.5	126	3%	
Where an instrument exceeds 500kg, the fee will be £76.20 per officer hour or part hour plus the cost of hiring the test unit where applicable.		79	3%	
<b>MEASURING INSTRUMENTS FOR INTOXICATING LIQUOR</b>				
Not exceeding 150 ml	18.5	19	3%	
Other	32.1	33	3%	
<b>MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS</b>				
Container type (un-subdivided)	72	74	3%	
Other types - single outlet	105.1	108	3%	
Other types - multi-outlets				
1 meter tested	119	123	3%	
2 meter tested	183	189	3%	
3 meter tested	247	255	3%	
4 meter tested	312	321	3%	
5 meter tested	375	386	3%	
6 meter tested	440	453	3%	
7 meter tested	491	506	3%	
8 meter tested	567	584	3%	
Additional meters tested on the same day will be charged	10.64	66	3%	
Work done a second or subsequent day will be charged for the first meter, and then continuing at the rates shown above.	119	123	3%	
A charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors, will be based upon the basic fee given above plus additional costs per extra officer-hour	76.2	79	3%	
<b>WEIGHTS Denomination</b>				
up to 500g				
Accurate to within tolerance (M1/M2)	5.25	5	3%	
with statement of error	10.5	11	3%	
1kg to 5kg				
Accurate to within tolerance (M1/M2)	5.25	5	3%	

Regulatory Services	Current Charge £'s	Proposed Charge £'s	% Increase	Comments
with statement of error 10kg to 25kg	10.5	11	3%	
Accurate to within tolerance (M1/M2)	8.9	9	3%	
with statement of error 100kg and above	14.1	15	3%	
Accurate to within tolerance (M1/M2)	21	22	3%	
with statement of error	31.5	32	3%	
<b>CALIBRATION AND CERTIFICATION FEES FOR THE PURPOSE OF SECTION 74 OF THE WEIGHTS AND MEASURES ACT 1985.</b>				
(NB: These fees are subject to VAT at the standard rate)				
<b>MEASURES</b>				
Linear measures not exceeding 1m	22.13	23	3%	
Capacity measures not exceeding 2L without subdivisions	13.8	14	3%	
For each additional graduation	22.13	23	3%	
For each additional graduation	13.8	14	3%	
All other measurements and tests will be charged for at hourly rates	76.2	79	3%	