



**WATFORD
BOROUGH
COUNCIL**

COUNCIL MEETING

17 October 2023

7.30 pm

Town Hall, Watford

Contact

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For information about attending meetings please visit the [council's website](#).

Publication date: 9 October 2023

Updated: 11 October 2023

9 October 2023

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 17 October 2023 starting at 7.30 pm at the Town Hall, Watford to take into consideration and determine upon the following subjects, namely: -

1. Apologies for Absence

2. Disclosure of Interests

3. Minutes

The [minutes](#) of the meeting held on 18 July 2023 to be submitted and signed.

4. Official Announcements

5. Mayor's Report (Pages 6 - 11)

Report of the Mayor

6. Questions by Members of the Council under Council Procedure Rule 10.0

7. Questions by Members of the Public under Council Procedure Rule 11.0

8. Petitions presented under Council Procedure Rule 12.0

9. Business especially brought forward by the Chairman or the Head of Paid Service which in the opinion of the Chairman should be considered as a matter of urgency.

10. Appointment to Overview and Scrutiny Committee and Finance Scrutiny Committee (Pages 12 - 14)

Report of the Democratic Services Manager

11. Review of Licensing Act 2003 Statement of Licensing Policy (Pages 15 - 90)

Report of Licensing Committee, 28 September 2023

12. Treasury Management Annual Report 2022/23 (Pages 91 - 113)

Report from the Head of Finance and Audit Committee, 26 July 2023

13. Annual Review of Fees and Charges (Pages 114 - 161)

Report of Cabinet, 2 October 2023 and Head of Finance

14. Budget Virement Requests - Quarter 1 (Pages 162 - 167)

Report of the Head of Finance

Motions submitted under Council Procedure Rule 13.0

15. Motion - Local Government Funding Settlement

The following motion has been proposed by Councillor Bell and seconded by Councillor Khan:

“This council resolves that the Mayor writes urgently to the Chancellor of the Exchequer, Mr Jeremy Hunt, asking that he prioritises a better long term financial settlement for Local government in his upcoming Autumn statement, so that Councils across the Country including Watford can have more financial stability for future planning.”

16. Motion - Mental Health

The following motion has been proposed by Councillor Pattinson and seconded by Councillor Martins:

“Preamble

On Tuesday 10 October it was World Mental Health day. People with mental health problems aren't getting a fair deal. It's especially hard for people from ethnic minority communities, those of in poverty and young people. Physical and mental health should be treated equally in the NHS. Not enough resources reach front line mental health services and there is still a very long way to go to achieve real equity for mental health.

The Impact on Hertfordshire Residents - Published: July 2023:

The Cost of Living Crisis has impacted the mental health of the majority of Hertfordshire residents, with 56% stating that rising costs has affected their emotional wellbeing. 16% felt their mental health has been affected “a lot” by increased costs, while 40% felt their mental health had been affected “a little”. Only 36% said their mental health had not been affected.

Mental Health in Watford Research Project - March 2022:

25,000 Watford residents are currently suffering from a common mental disorder. (NHS Herts CCG) and there has been a significant rise in adolescent mental health problems. During the pandemic these numbers doubled.

This Council Notes:

Our country is experiencing a national mental health emergency where too many people are ending up at the point of crisis in need of hospital care when they could have been supported at an earlier stage. This is harmful to people for whom acute hospitals are not the right setting, as well as for other people who may need these beds to treat their physical needs.

We're seeing the human cost as people wait days in A&E for mental health beds and people experiencing complex mental health problems struggle without help.

Supporting the mental health of residents is part of Watford Boroughs Council Plan.

As part of the Council's delivery plan we are committed to 'Support improved health and well-being across the town' and currently act as a voice for residents into the Integrated Care System to help achieves this.

Working with a range of organisations across Watford & Hertfordshire to support mental health we have taken actions including resourcing and supporting:

- Watford Healthy Hub, which is supported by Mental health Professionals
- Dementia Friendly Watford
- Menopause support for residents
- Business Wellbeing – 6 Steps Pledge

This Council Believes:

We need to see commitment to providing the right care in the right place, at the right time, ending decades of underfunding and neglect to services.

A fundamental shift of resource to more services in the community is needed to help to prevent people from reaching the point of crisis. This will have benefits for people, and for the economy by keeping more people in the workforce.

Early intervention to prevent people from experiencing a mental health crisis and to minimise the number and duration of in-patient stays should be a priority for mental health.

We should continue lead the way in making Watford a diverse, happy and healthy town and support mental health by:

1. Putting our residents, community groups and local organisations at the heart of decisions for improved mental health in Watford.
2. Be a role model for other Councils in supporting employee mental health.
3. Ensure we make future corporate decisions that put wellbeing at the heart

of them.

4. Campaigning for more resource to be allocated by the UK Government towards mental health for local councils.
5. To act as a role model for other organisations by completing the Business Wellbeing 6 Steps Pledge to improve mental wellbeing within Watford Borough Council for its employees.
6. To request that all future sub-contractors for Watford Borough Council are working towards supporting the well being of their employees.

This Council Resolves To:

Request the Mayor to write to the Secretary of State for Health and Social Care

- 1) Expressing that this Council believes there is a Mental Health emergency and that there should be an urgent significant increase in the amount of funding made to mental health services, so that there is parity of treatment between physical and mental health and that there should be more funding to further support the provision of resources for local Councils to deliver mental health improvements for their residents.”

A handwritten signature in black ink, appearing to read 'Donna Nolan', with a long horizontal flourish extending to the right.

Donna Nolan, Chief Executive

Agenda Item 5

Introduction

Since I last wrote my report, the political landscape has changed, particularly on a national level. With big infrastructure projects being cancelled and the government signalling a roll back on net zero commitments, it might be tempting to ignore the long term and focus on the short term. Fortunately, this is not the attitude that Watford Council is taking. We know that there are immediate issues, such as the cost-of-living crisis and we are doing our best to support residents through these tough times, but there are long term issues that we cannot shy away from. This includes adapting to climate change and creating a local economy for the future where people are employed in high quality jobs and have the right skills to be successful. My cabinet and I will continue to do what is needed to do the right things for the future.

Standing up for Watford

Watford General Hospital

Since my last report to full Council, Watford Council has given outline planning permission for Watford General Hospital. This is a huge milestone in the journey to build a hospital that will be fit for 21st Century healthcare.

I have backed investment at Watford General for many years and this has involved difficult decisions to improve access to the hospital and creating space for new facilities. I now hope that the government follows through with its promise to provide the funding for the project. Both patients and hospital staff deserve modern facilities that will continue to provide healthcare for decades to come.

Neighbourhood grants 2023

Building on the success of last year's Neighbourhood Grant programme, we have made £300,000 of neighbourhood CIL funding available to empower community groups to pay for projects.

The purpose of these "neighbourhood grants" is to support local projects that address the impact of new development and ensure local people benefit from sustainable growth in the borough. Last year's projects included environmental conservation projects, arts and culture activities, and accessibility improvements, amongst others.

To have a chance at securing funding, organisations must submit their project proposals which will then be reviewed by a panel of officers at the council. If you are aware of groups that would benefit, please direct them to <https://watfordgrantform.commonplace.is/> to complete the application form. The bidding process for this year ends on 8th December.

Big Events

Since the last full council meeting, our big events programme has taken place. This included our popular big screen events in the Woodside Playing fields and for the first time in years, in the town centre. Unfortunately, we did see a dip in attendance at some showings as the weather this year was particularly bad. We will, however, be bringing this back next year and will hope for sun.

On Saturday 9th September we held The Big Sports, which turned the top of the town centre into an outdoor fitness centre. The event was very well attended and is getting bigger year by year. By making sport into a family fun activity we can increase fitness across the town and improve health for residents well into the future.

The big Jiveswing festival also returned to Cassiobury Park this year, taking part near the bandstand. This is one of the biggest swing jazz festivals in the UK and always goes down well with attendees. Cassiobury Park was also the site of Colourscape which once again brought wonder and joy to young and older residents alike.

Throughout the summer holidays young people were able to take advantage of the Wat's On programme. This provides activities for children who are off from school and allows them to have fun and in some cases learn new skills. Many of these programmes filled up almost immediately, showing that they are valued by parents and guardians in Watford.

Most of these big events are free which gives residents and visitors the chance to meet with friends and spend time with family without incurring a cost. This has become invaluable during the cost of living crisis and we will continue to fund these events and similar for as many years in the future as we can.

The next large event will be the Cassiobury Park fireworks. This is the largest free firework display in Hertfordshire, and it promises to be a great opportunity to come together with friends and family to share in the magic and wonder that firework displays bring. I understand that a growing minority of residents are frustrated about a proliferation of domestic firework displays that take place around and on the 5th November. It is our hope that a large bonfire event reduces the number of personal displays and also improves safety. I know from talking to people how popular this event remains and I look forward to seeing residents there.

Watford Fringe

The Watford Fringe has come to the end of its programme for this year and it has been a success once again.

The Watford Fringe Festival is one of the highlights in the Watford Cultural Calendar and this year included over 85 performances ranging from drama to musicals spread across 11 venues. The festival makes a real contribution to our town and supports the creative industries locally and nationally. We know from the expansion of Warner Bros studios that this area is a strength in the UK and I hope that by continuing to support the Fringe and culture in Watford generally, we can take full advantage of the opportunities the creative arts provide.

A Greener Town

Solar together and climate change commitments

Solar together, our Solar bulk-buying scheme, is running again this year after a successful round last year. In 2022, hundreds of local residents signed up for the Solar Together scheme, which enables them to get cheaper solar panels in the short term and save long term on energy bills.

Despite national government reducing their emphasis on climate change and net zero targets, I remain committed to Watford achieving net zero by 2030. I believe that we have a plan in place which will enable this to happen. I will also continue to support programmes which improve biodiversity and protect our green spaces for future generations.

We have a good track record on talking climate change. For example, earlier this year we completed work at the Town Hall which retrofitted the building to reduce energy use. This will save taxpayers hundreds of thousands of pounds a year through reduced bills. We are also working with Waford Community Housing to retrofit homes to improve energy efficiency.

Biodiversity works at Cassiobury Park wetlands

Work has started to revitalise former watercress beds and create a wildlife sanctuary. The previous beds stopped being actively managed in 1991, and subsequently silt and excessive vegetation have built up. This project will restore this habitat with the hope that it will promote biodiversity, enhance water quality, and preserve the flood plain functionality of the watercress bed area. This is important given the context of climate change.

Watford Council is leading the restoration, but the work would not be possible without an entire team of organisations working together. The wetland project involves work by Friends of Cassiobury Park, the Environment Agency, and Herts and Middlesex Wildlife Trust and is being supported by funding from Grundon Waste Management Ltd via the Landfill Communities Fund and a permit granted by the Environment Agency. I would like to thank all of those involved in this important project.

Water fountain in Callowland Rec

I am pleased that we have now installed a new water fountain at Callowland Rec. This is part of our work to reduce the use of single use plastics and litter. More water points are planned and they will help to keep people enjoying our great parks hydrated. The water point in Callowland Rec has three outlets – one for drinking directly, one for filling bottles, and a third for use by pets who can often struggle with warm weather.

A Caring Community

Supporting rough sleepers this winter

With funding from Watford Council, the local homelessness charity, New Hope, will be running a winter shelter from 1 December to 31 March.

The winter shelter will provide a hot meal and a safe place to sleep, and will be able to accommodate 15 people each night. As part of the project, support workers from New Hope will help people access appropriate, longer-term accommodation.

I am committed to ending rough sleeping in our community. Projects like the winter shelter can help provide that short term support but also provides an opportunity to access longer term help which can move people from the street to a stable housing situation for good. I am grateful to the staff and all the volunteers who make this possible and I know that New Hope are always looking for more volunteers. I have advertised this opportunity in my newsletter and social media and I would encourage all councillors to do the same. Please direct people to visit New Hope's website at newhope.org.uk/volunteer or ask them to call Eamonn on 01923 210 680.

Fundraising

A fun but important part of my role as Mayor is supporting local fundraising efforts. Since my last report I have taken part in a fire walk for Herts Inclusive Theatre, the Watford Memory Walk in aid of Alzheimer's UK and the great big walk for Herts in aid of Hertfordshire Mind, as well as others.

Taking part in these events is a reminder of the remarkable work that is done by charities across our town and the huge efforts that many people take to organise and take part in fundraisers such as

these. Without raising these funds, many charities would cease to exist and the work they do would not continue. Many of the events I attend will have hundreds of people participating, all doing their bit to ensure that those who are supported by charities can continue to receive that.

New Polish memorial in Watford

I was pleased to attend the unveiling of a new memorial in North Watford Cemetery to commemorate All Saints Day, an annual national holiday in Poland. The memorial, which was a collaboration between the Watford Polish Saturday School, PCM Local Polish Catholic Mission and Watford Borough Council will provide a place for the local Polish community to honour their loved ones who have passed away. All Saints Day held yearly every 1 November holds profound significance to the Polish community as it is a day when Poles visit the graves of their family and friends to light lanterns in their memory, offer prayers, and share memories. For many Polish migrants residing in Watford, the journey back to Poland for this important day can be both logistically challenging and costly. The installation of this memorial will create a space for the community to carry on this tradition.

World War II memorial

It was great to attend a ceremony to celebrate the completion of renovation works to the World War Two Sandringham Road Memorial at North Watford Cemetery.

This memorial commemorates the 40 lives lost during a German bomb attack on Sunday 30 July 1944. 64 people were injured and extensive damage was caused to the local area.

The work was completed by Kenward & Son Ltd and the overall project was spearheaded by the local Greenhill family. Thanks to them, the memorial, originally erected in 1950 has now been renovated. This means that the story of Sandringham Road, and the community spirit shown in times of adversity and terror, can be told to future generations.

Watford Lottery win

I am delighted that we have had our first significant winner in the Watford Community Lottery. Georgia Gain, an employee at charity Home-Start, won £250 and joins many across Watford who have won smaller prizes since taking part.

The Watford Community Lottery has so far raised £10,000 for local causes and continues to go from strength to strength. The Watford Community Lottery was established to provide a platform for residents to support local causes while also having the chance to win. I hope that other Watford residents will take part in the future and I would encourage all councillors to advertise the lottery to residents who may want to play or charities who may want to register to receive funds

Vicarage Road stadium receives dementia friendly status.

I want Watford to be a dementia friendly town so that it can be an inclusive place for people of all ages. To fully achieve this, more places across the town will need to make changes to support those with Alzheimer's and dementia.

Because of this, I was delighted to join representatives from the Alzheimer's Society and Watford Council at a Watford FC game to celebrate Vicarage Road stadium gaining its dementia friendly stadium status. I want to congratulate and thank them for their work to make Watford a better place for all to live.

A Safer Town

CCTV and Lighting

Nothing is more important than feeling safe in your community, which is why we are continuing to invest in safety measures in the town.

Cassiobury Park is set to benefit from better lighting from the car park to the park's hub which is a well used area. This should enhance the safety of those who walk and cycle through Cassiobury Park. In 2024, Watford Fields will benefit from new security cameras along the path from the High Street Station to Ladies Close being installed.

These projects are being funded by the UK Shared Prosperity Fund, which has previously helped to fund CCTV in Victoria Passage. I hope that these projects will give residents and visitors more confidence and deter anti-social behaviour.

A Competent Council

Watford Museum transformation

Benskin House is now closed to the public while the project to create a museum fit for the 21st Century takes place. Over recent months residents have been taking part in engagement activities to help shape the new museum and all of these valuable contributions will be taken on board so that we have a new museum of which we can be proud.

While these plans take shape, the museum team will be taking their collections on tour to engage the community and showcase local history and stories. I hope that this will allow more people to see our collections and build excitement for our new museum offer.

A Thriving Local Economy

UK Shared Prosperity fund

Watford Borough Council has been granted £1 million up to 2025 as part of the UK Shared Prosperity Fund. This funding will be used to support the local economy into the future and will help local residents to access good employment opportunities in the long term.

The projects funded by the Shared Prosperity Fund will help us to deliver our Economic Growth Strategy priorities. Around a third of this funding will go to support Hertfordshire-wide economy, business support, and skills projects in conjunction with other districts who will also be inputting funds. The rest will go towards Watford-specific projects, including business decarbonisation, a gaming training hub, and support for local businesses hoping to scale up operations.

I know Watford is a great place to work and do business and by investing in workplace skills now we can ensure that Watford can continue to thrive in the future.

Warner Bros expansion

I am delighted that plans to expand Warner Bros Studios have been approved and look forward to the benefits this will bring.

The expansion of Warner Bros will add 10 new sound stages and 400,000 sq ft of production space, boosting the UK economy by more than £200 million.

Although Watford Council's Development Management Committee approved only a small part of the site, we can be proud that we played a part in bringing about this nationally important investment.

The UK in general and Hertfordshire in particular is a great environment for arts and creative industries. I hope that this and similar investments continue to provide new opportunities for young people in our area.

Business connect and meet the buyer events.

We continue to support the local business community and have recently organised two events to provide valuable business support and guidance on winning procurement contracts. These events are part of the ongoing efforts to promote the growth and success of small and medium-sized enterprises within the town.

The "Meet The Buyer" event gave local businesses the chance to speak directly to decision-makers from both public and private sector organisations and provide an insight into how they could engage with procurement opportunities in the future. The second event "Watford Business Connect", provided networking opportunities to local businesses and give them the chance to hear from a range of partners about business opportunities, Watford Council's plans for the future and advice on how to achieve business success. Both of these events were well received and I hope we can do similar events in the future.

Watford Business Park

To create spaces where future businesses can thrive we have invested in Watford Business Park. This investment will support jobs and boost the local economy by £20 million.

These improvements will create workspaces fit for the future by building flexible units. These will be suitable for a whole range of vital sectors including film, life sciences and manufacturing. It is estimated that in total, this investment could see up to 180 new high-tech jobs and allow businesses to expand or set up in Watford, leading to many more employment opportunities.

I hope that this investment will ensure that Watford remains a destination for business for years to come and highlight the importance of planning for the long term.

Agenda Item 10

Part A

Report to: Council

Date of meeting: Tuesday, 17 October 2023

Report author: Democratic Services Manager

Title: Appointment to Overview and Scrutiny Committee and Finance Scrutiny Committee

1.0 Summary

1.1 Following Councillor Rodrigues' appointment as a Portfolio Holder, Council is requested to agree the appointment to the vacant positions on Overview and Scrutiny Committee and Finance Scrutiny Committee.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
No appointment by the Liberal Democrat Group is made to the 2 vacant scrutiny positions.	The 2 positions would remain vacant, as only the Liberal Democrat Group can propose names, as both committees are politically balanced.	Liaise with the Liberal Democrat Group Leader to ensure they are aware of the vacancies, enabling them to discuss with their group.	Treat	2 (2x1)

3.0 Recommendations

3.1 that the Liberal Democrat nomination be appointed to Overview and Scrutiny Committee.

3.2 that the Liberal Democrat nomination be appointed to Finance Scrutiny Committee.

Further information:

Sandra Hancock
sandra.hancock@watford.gov.uk
Tel: 01923 278377

Report approved by: Donna Nolan, Chief Executive

4.0 Detailed proposal

- 4.1 With effect from 1 October 2023 the Mayor agreed to appoint Councillor Kennedy Rodrigues to the post of Portfolio Holder, with responsibility for Neighbourhood Services, supporting Councillor Williams' portfolio whilst he is undergoing treatment.
- 4.2 Councillor Rodrigues had been a member of Overview and Scrutiny Committee and Finance Scrutiny Committee. Following the appointment to the post of Portfolio Holder, Councillor Rodrigues has had to step back from being a member of the scrutiny committees, as under the Local Government Act 2000, an Executive member cannot also be on scrutiny.
- 4.3 The Democratic Services Manager contacted the Liberal Democrat Group Leader, Councillor Pattinson, to explain the situation and to ask to discuss the two vacancies with her group. Both scrutiny committees are politically balanced and therefore only the Liberal Democrat Group can appoint to the two vacant positions.
- 4.4 At the time of writing this report no nominations have been put forward. At Council the Chairman will ask for nominations from the Liberal Democrat Group for the two scrutiny positions.

5.0 Implications**5.1 Financial**

- 5.1.1 The Shared Director of Finance comments that there are no financial implications to this report.

5.2 Legal Issues (Monitoring Officer)

- 5.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

5.3 Equalities, Human Rights and Data Protection

- 5.3.1 Having had regard to the council's obligations under s149, it is considered that an Equalities Impact Analysis is not required. The appointment to the scrutiny

committees has to be in accordance with the Local Government Acts 1972 and 2000.

Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 Not applicable

5.5 **Accommodation**

5.5.1 No applicable

5.6 **Community Safety/Crime and Disorder**

5.6.1 Not applicable

5.7 **Sustainability**

5.7.1 Not applicable

Appendices

None

Background papers

No papers were used in the preparation of this report.

Report to Council – 17 October 2023

Report of Licensing Committee – 28 September 2023

Licensing Committee met on 28 September 2023. The minutes are published on the council's website.

The following members were present at the meeting:

Present: Councillor Wenham (Chair)
Councillor Hofman (Vice-Chair)
Councillors Clarke-Taylor, Devonish, Feldman, Hannon, Nembhard, Osborn, Saffery, Saunders, Smith, Trebar and Watling

Officers: Senior Licensing Officer
Environmental Health Manager
Senior Solicitor
Democratic Services Manager
Democratic Services Officer (LM)

Minute 10 included one recommendation to Council.

10. Review of Licensing Act 2003 Statement of Licensing Policy

The Senior Licensing Officer presented the report to the committee, highlighting new aspects and modifications. An overview of the consultation period was provided. Emphasis was placed on the policy being effective for five years but open to amendment if needed. Notably, modifications were made to the statutory guidance, referenced at paragraphs 5.0 through 5.5 of the report, with a focus on counter-terrorism measures. Additionally, integrating a link to "Protect UK" for streamlined licence applications aligned with the approach present in other policies of Councils in Hertfordshire.

Councillor Hannon inquired if any lessons had been learned from the consultation process and the response to public concerns raised. The Senior Licensing Officer responded that a considerable portion of this policy concerned the borough, and some reactions provided valuable insights for addressing public concerns. Given its substantial significance, we learned valuable lessons from this consultation process. These insights would undoubtedly inform our approach in future consultations.

The Chair inquired about how many individuals viewed the policy during the consultation. The Senior Licensing Officer stated that over 80 people had viewed the policy; however, only three individuals completed the survey.

Councillor Devonish inquired about licence pre-application advice. The Senior Licensing Officer explained the various forms of pre-application meetings and engagement that had been made available. For instance, people could email, visit the website, or engage in a phone discussion. The service also organised site visits, for example, to a cricket club that had renovated premises, where the officer could personally assess and provide recommendations. The forms of engagement were diverse and tailored to the application's specific requirements.

Councillor Devonish inquired about the reason for counter-terrorism taking a central focus. The Senior Licensing Officer responded that the focus on counter-terrorism was due to changes in statutory guidance from the Secretary of State, particularly concerning commercial premises and the protect duty known as 'Martyn's Law.' This shift was in response to the fallout from previous incidents, for example the Manchester Arena bombing, especially within licensed venues. It emphasised enhancing measures to address counter-terrorism concerns, especially for large-scale events.

Councillor Devonish asked if councillors could help with future consultation by liaising with local businesses in the central ward. The Senior Licensing Officer agreed that it could help with future consultations. One of the original stated aims of the Licensing Act 2003, the focus was on fostering more see more community engagement in the licensing process. While the Act was clear on engaging during consultation on applications, it was less restrictive with regards to consulting on policy.

The Environmental Health Manager added that service could extend involvement in the consultation to include all ward councillors, as there were licensed premises across every ward.

RESOLVED –

That the Licensing Committee recommends to Council, acting as the Licensing Authority for the Borough of Watford, that it adopts the amended Statement of Licensing Policy for 2023-2028 as attached at appendix 3 at its meeting on 17 October 2023.

Part A

Report to: Licensing Committee

Date of meeting: Thursday, 28 September 2023

Report author: Senior Licensing Officer (AY)

Title: Review of Licensing Act 2003 Statement of Licensing Policy

1.0 Summary

1.1 At its meeting in July 2023, the Licensing Committee agreed the process by which officers would consult on a review of the Statement of Licensing Policy (SLP) under the Licensing Act 2003.

1.2 The consultation finished on 31 August 2023 and the responses have been collated. The Committee is now asked to finalise the policy and recommend that it is adopted by the Council

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Legal challenge from failure to properly adopt the policy	Failure to meet requirements under the Licensing Act	Ensure that a policy is adopted by Full Council before 19 November 2023	Treat	4
Legal challenge from failure to properly consult	Negative perception of the council and its licensing functions, and challenge through the courts	Carry out consultation in accordance with legal requirements under the Licensing Act 2003 and in accordance with the Government's published principles of consultation	Treat	3

Policy is unreasonable, irrational, discriminatory etc.	Legal challenge through the courts	Ensure that the results of the public consultation are taken into account in the final Statement of Licence Policy	Treat	3
Further legislation or reported cases arising during course of consultation and adopting policy	Policy may be outdated as soon as it is published	Monitor situation and, if necessary, take amendments to September Committee	Treat	3

3.0 Recommendations

- 3.1 That the Licensing Committee recommends to Council, acting as the Licensing Authority for the Borough of Watford, that it adopts the amended Statement of Licensing Policy for 2023-2028 as attached at appendix 3 at its meeting on 17 October 2023.

Further information:

Austen Young

austen.young@watford.gov.uk

Report approved by: Justine Hoy, Associate Director Housing and Wellbeing

4.0 Detailed proposal

- 4.1 The council is the licensing authority under the Licensing Act 2003 for alcohol, regulated entertainment and late-night refreshment within the Borough. It is required to prepare, consult and keep under a review a statement of licensing policy (SLP) that sets out how it approaches its responsibilities under the Act, so that applicants, other statutory bodies and local bodies can ascertain its general approach to particular situations.
- 4.2 In preparing the SLP, the authority must have regard to the statutory guidance published under the Act by the Secretary of State. This is known as the s.182 Guidance. This guidance was most recently updated in August 2023, during the consultation period, and any changes to the proposed policy as a result of this updated guidance will be highlighted in this report. The policy does need to reflect the most current guidance.

4.3 At its meeting on 6 July 2023, the Committee agreed the process of consulting on reviewing the SLP and the timescale for consultation. The full rationale behind the consultation can be found in the report for the Committee and in the minutes for that meeting.

4.4 Consultation on the proposed policy

4.5 The consultation on the SLP took place between 20 July and 31 August 2023, during which time we consulted:

- the statutory responsible authorities
- 326 licence and club premises certificate holders
- 52 licensing agents, who had acted for licence holders since the last policy review, as representatives of all licence holders
- 21 residents' associations and community groups, as representatives of residents
- Watford Town Centre BID
- Economic Development team of Watford Borough Council
- Watford Community Safety Partnership
- Watford & West Herts Chamber of Commerce

4.6 The consultation was advertised on our website during this time with any person invited to participate in a survey on the proposed changes. There was an option to provide specific feedback on each proposal, to allow comments to be submitted with any alternative wording or proposals or to identify any other issues which the consultees foresaw.

4.7 Overall, five responses were received to the consultation. Two responsible authorities replied by email to officers and three residents replied via the online survey. No other responses were received.

4.8 Responses were received from the Police and Environmental Health as responsible authorities. Neither party raised any comments or concerns over the proposed policy. Their responses are attached at appendix 1.

4.9 Three survey responses were received from residents. Their responses are attached at appendix 2. It is confirmed by the residential postcodes provided that these replies were submitted by residents. The details of the respondents have been removed from the appendix, but the full details of the respondents including details of their addresses, ages and employment status are available from officers upon request. There was unanimous support for the proposals concerning the retention of the sensitive licensing areas (policy LP4), our policy on planning permissions (LP5), and our approach to licence reviews (LP13).

- 4.10 Unfortunately, where there was not unanimous support from the three survey responses, no comments were received with regards to why the residents did not support the proposal and no amendments were suggested.
- 4.11 Two respondents did not support the proposed changes to the definitions used by the licensing authority when assessing premises (policy LP1). The proposal was to vary the definitions by adding the use of premises for remote sales as its own type of premises. This was due to increased applications and queries received by officers since the Covid-19 pandemic. It was also proposed to expand the description of entertainment venues to include non-licensable activities such as escape rooms, mini-golf and other similar activities. This is due to an increase in the number of premises who offer activities and who obtain a licence to sell alcohol. The same respondents also did not support the proposed changes to the licensing authority's recommended hours for premises (policy LP2). We were highlighting the need for consultation on recommended hours for premises involved in remote alcohol sales, as well as remove references to pavement licences because they are dealt with under separate legislation and may be used by premises not also licensed under the Licensing Act 2003.
- 4.12 One respondent did not support the policy regarding the sale of alcohol at petrol filling stations (Policy LP2A). We were not proposing any changes to this policy because officers had not received any complaints or challenges to this policy.
- 4.13 One respondent did support the policy regarding the licensing of circuses (Policy LP2B). We were not proposing any changes to this policy because officers had not received any complaints or challenges to this policy.
- 4.14 No comments which required consideration were received with regards to the licensing authority's cumulative impact policy. Two respondents did not reply at all, and the third advised that they had no comments to make on the policy.
- 4.15 One respondent did not support the licensing authority's proposal regarding the promotion of the licensing objectives (Policies LP6, LP7, LP8 and LP9). We were not proposing to make substantial changes to these policies, but were mindful that any feedback regarding remote alcohol sales or entertainment premises may have resulted in amendments as appropriate. With no specific comments received it is difficult to understand which parts of the policy require further consideration. However, it should be noted that these policies, particularly Policy LP7 regarding public safety, has been amended as a result of the publication of new statutory guidance.
- 4.16 One respondent did not support the licensing authority's proposal regarding film exhibitions (Policy LP10). This also states how officers will approach certifying films for exhibition where required. because officers had not received any complaints or challenges to this policy.

- 4.17 One respondent did not support the licensing authority's proposal regarding representations (Policy LP11). We were not proposing any changes to this policy because officers had not received any complaints or challenges to this policy.
- 4.18 One respondent did not support the licensing authority's proposal regarding complaints against licensed premises (Policy LP12). We were not proposing any changes to this policy because officers had not received any complaints or challenges to this policy. It should also be noted that complaints against premises will be considered in accordance with the council's compliance policy.
- 4.19 Finally, where asked if there were any general comments to make with regards to our proposals, two respondents did not reply at all and the third stated that they had no comments to make.
- 4.20 Without the evidence or specific comments to back up an alternative approach, officers cannot propose alternative arrangements. In the absence of substantial evidence to the contrary, officers are therefore unable to make substantive amendments to the policy.
- 4.21 Although the policy is to be in force during the period of 2023 to 2028, this does not mean that the policy is untouchable during this time. Officers will keep the policy under review, and where it is felt necessary to amend the policy due to legislative changes, to deal with specific issues which arise during operation, or for any other reason, the policy can be brought back before the Committee for amendment.

5.0 Amended Statutory Guidance

- 5.1 As mentioned earlier in this report, new statutory guidance was issued in August 2023, during the consultation period. The licensing authority are required to have regards to the statutory guidance.
- 5.2 The statutory guidance has been amended by introducing new paragraphs at 2.10 through 2.14 with regards to counter terrorism and public safety. These paragraphs explain the importance of conditions around health care provision and access to emergency services at high profile or large premises or events. The guidance also contains an annex with a list of useful resources.
- 5.3 The SLP already mentioned that access to emergency services and health care provision are factors that the licensing authority could consider, but because of the added paragraphs the policy has been amended to state that the licensing authority will seriously consider any concerns raised by Police counter terrorism staff under the public safety licensing objective (page29 of the policy). We have also added a link to ProtectUK, a central hub for counter terrorism and security advice for businesses, members of the public and those who work in the security sector, to our

list of useful links for event organisers (page 25 of the policy). It is suggested to keep this approach broad and deal with applications and matters on a case-by-case basis, which is supported by the guidance in the general interpretation of considering licence conditions and applications.

- 5.4 The amendments introduced with regards to counter terrorism are the only suggested amendments. Although these were not included in the original draft policy, the amended guidance was published during the consultation period. This does not result in significant changes to the policy and the licensing authority must always have regards to the statutory guidance.
- 5.5 Considering the responses received during the consultation period and the impact of the amended statutory guidance outlined in this report, a revised draft policy is attached at appendix 3.

6.0 Implications

6.1 Financial

- 6.2 The Shared Director of Finance comments that there are no financial implications arising directly from the report.

6.3 Legal Issues (Monitoring Officer)

- 6.4 The Group Head of Democracy and Governance comments that the legal implications are contained within the policy.

6.5 Equalities, Human Rights and Data Protection

- 6.6 Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
- foster good relations between persons who share relevant protected characteristics and persons who do not share them

- 6.7 As this is a change to an existing policy, an equalities impact analysis has been undertaken. The analysis is attached as appendix 4 to this report. The main conclusions of that analysis are, as detailed in the impact analysis, that the amendments are overall positive for the Watford community and visitors to the town.

6.8 Community Safety/Crime and Disorder

6.9 The Statement of Licensing Policy aims to promote the four licensing objectives, one of which is the prevention of crime and disorder. The Police are a statutory consultee and the consultation also included Watford Community Safety Partnership.

Appendices

Appendix 1 – Responsible authority comments

Appendix 2 – Survey responses

Appendix 3 – Draft Statement of Licensing Policy 2023-2028

Appendix 4 (to follow) – Equalities impact assessment

Background papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

Licensing Act 2003

Statement of Licensing Policy 2021-2023

Revised Guidance issued under section 182 of the Licensing Act 2003 (August 2023)

Consultation Principles (2018)

From: Nick Egerton
Sent: Monday, July 24, 2023 4:43 PM
To: Austen Young
Subject: FW: Licensing Act 2003 Policy Consultation

Hi Austen, I have reviewed the documents and EH would not have any comments or objections to make regarding this revised Policy and any changes suggested.

Thanks

Nick Egerton
Environmental Health Manager (Environment)

Community Protection
Watford Borough Council
Town Hall, Watford, WD17 3EX
01923 278630
watford.gov.uk



From: Austen Young <Austen.Young@watford.gov.uk>
Sent: Friday, July 21, 2023 3:20 PM
To: Jo Tomkins; admin.hscb@hertfordshire.gov.uk; tradingstandards@hertfordshire.gov.uk; publichealth@hertfordshire.gov.uk; Planning Enforcement (Watford); Police; Env Health; Home Office>
Cc: Liam Fitzgerald
Subject: Licensing Act 2003 Policy Consultation

Dear All

Licensing Act 2003
Consultation on Statement of Licensing Policy

Watford Borough Council is holding a consultation on renewing its statement of licensing policy. This policy sets out the council's approach to licensing businesses offering the sale of alcohol (including members' clubs), late night refreshment and regulated entertainment under the Licensing Act 2003.

We are required to consult the responsible authorities on our new policy, and we are writing to you in your role as a responsible authority under the licensing legislation.

The consultation is open between **20 July 2023 and 31 August 2023**. Any comments you would like us to consider must be received by this date and no later. Our Licensing Committee will make decide the final policy at a meeting on 28 September 2023.

In summary, the council is seeking views on expanding the list of premises definitions and recommended hours, reflecting changes in recent years of business operations and minor changes in legislation and statutory guidance. The revised definitions will impact application assessments and related policy areas, ensuring compliance and promoting the licensing objectives.

These proposed small changes to the policy statement have been made due to several factors. This includes an increase in applications and queries related to remote alcohol sales during the Covid-19 pandemic, which has prompted a need to revise premises definitions. The growth of entertainment venues, including activities like escape rooms, has led to a proposal to expand their definition to include additional alcohol sales.

Please find attached copies of our existing policy and proposed policy.

To assist you in making any comments and to highlight the changes in our policy, we have created an online survey at <https://bit.ly/LA03consult>.

You don't need to complete the survey, and we can also accept any comments on our policy in writing by email to licensing@watford.gov.uk or to:

Licensing Team
Housing & Wellbeing
Town Hall
Watford
WD17 3EX

Should you require any further information please contact the licensing team, where either my colleagues or I can assist you further.

Regards

Austen

Austen Young (he/him)
Senior Licensing Officer
Community Protection
Watford Borough Council
Town Hall, Watford, WD17 3EX
01923 278476
watford.gov.uk

Watford Borough Council supports flexible and agile working. My emails are sent to you during the hours I work and I understand you will respond during the hours you work.

From: TOMKINS, Jo 8690
Sent: Monday, July 24, 2023 11:55 AM
To: Austen Young
Cc: R Western Licensing
Subject: RE: Licensing Act 2003 Policy Consultation

Morning Austen,

Nothing to add in relation to your SOL Policy for 2023 – 2028 and thank you for consulting with Police Licensing.

Kind regards,

Jo

Jo Tomkins 8690 (she/her/hers)
Senior Police Licensing Officer
Community Safety
Watford Police Station
E. Jo.tomkins@herts.police.uk & westernlicensing@herts.police.uk



This information has been exchanged in accordance with the information sharing protocol and has been shared under section 115 Crime and Disorder Act 1998 in prevention of crime and disorder purposes only. This information must not be disclosed nor shared with any other party than the recipient unless permission has been granted by the author.

From: Austen Young <Austen.Young@watford.gov.uk>
Sent: Friday, July 21, 2023 3:20 PM
To: Jo Tomkins; admin.hscb@hertfordshire.gov.uk; tradingstandards@hertfordshire.gov.uk; publichealth@hertfordshire.gov.uk; Planning Enforcement (Watford); Police; Env Health; Home Office>
Cc: Liam Fitzgerald
Subject: Licensing Act 2003 Policy Consultation

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Licensing Team
Housing & Wellbeing
Town Hall
Watford
WD17 3EX

Should you require any further information please contact the licensing team, where either my colleagues or I can assist you further.

Regards

Austen

Austen Young (he/him)
Senior Licensing Officer
Community Protection
Watford Borough Council
Town Hall, Watford, WD17 3EX
01923 278476
watford.gov.uk

Watford Borough Council supports flexible and agile working. My emails are sent to you during the hours I work and I understand you will respond during the hours you work.

APPENDIX 2

Date	Tue Jul 25 2023 15:22:23 GMT+0000 (Coordinated Universal Time)	Wed Jul 26 2023 14:09:39 GMT+0000 (Coordinated Universal Time)	Wed Aug 16 2023 12:55:05 GMT+0000 (Coordinated Universal Time)
Contribution ID	64bfe820f5ad020024d5fcc5	64c1287f26539e002551de24	64dcc6f120382400084191f6
Respondent ID	64bfe839f5ad020024d5fcc7	64c12885a7dd20002578c7f5	64dcc6f8498d6100087c9ca4
Status	pending	pending	pending
Consents	-	Comment responses	-
Agreements			
Policy LP1 Premises Definitions Do you agree with the proposed changes to the premises definitions? (if you have any more comments, please click 'Add something else')	No	Yes	No
Policy LP2 Location and Operation of Premises Do you agree with the proposed changes to the recommended hours and list of locations? (if you have any more comments, please click 'Add something else')	No	Yes	No
Policy LP2A Petrol Filling Stations Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	No	Yes	Yes
Policy LP2B Circuses Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	No	Yes	Yes
Policy LP3 Cumulative Impact Policy Are there any comments that you would like to make on the cumulative impact policy and the points raised under this policy before more detailed work takes place in the future?	-	No	-
Policy LP4 Sensitive Licensing Areas Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	Yes	Yes	Yes
Policy LP5 Planning Permission Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	Yes	Yes	Yes
Policies concerning promotion of the licensing objectives Do you agree with the approach to not amend this policy? (if you have any more comments, please click 'Add something else')	No	Yes	Yes
Policy LP10 Film Exhibitions Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	No	Yes	Yes
Policy LP11 Representations against applications Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	Yes	Yes	No
Policy LP12 Complaints against licensed premises Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	Yes	Yes	No
Policy LP13 Licence reviews Do you agree with the approach of not substantially changing this policy? (if you have any more comments, please click 'Add something else')	Yes	Yes	Yes
Do you have any more general comments on the proposed Licensing Act Policy 2023 - 2028?	-	No	-

APPENDIX 3



LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

NOVEMBER 2023

Comments are invited on this document to:

Housing & Wellbeing
Watford Borough Council
Town Hall
Watford
Hertfordshire
WD17 3EX

Tel: 01923 278476

Email: licensing@watford.gov.uk

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PROLOGUE

Watford Borough Council is the licensing authority under the Licensing Act 2003, and is required to publish and keep under review a policy setting out its approach to its responsibilities under the Act.

It is intended that this policy will be used by a wide range of people within the Borough – from organisations who need authorisations under the Act; residents and others who may be affected by their activities, and by the statutory bodies with responsibilities under the Act.

This policy is in force from 20th November 2023 until 19th November 2028, unless revised beforehand. We hope that organisations and individuals will use it before making licence applications, and that residents and statutory bodies will use it when responding to licensing applications or existing licensed activities.

In drawing up the policy, we have consulted with:

- Local residents and their representatives
- Holders of various licences for premises in the Borough who will be affected by it
- Hertfordshire Constabulary
- Hertfordshire Fire & Rescue Service
- Hertfordshire Trading Standards
- Hertfordshire Public Health
- Hertfordshire Local Safeguarding Children Board
- Watford Community Safety Partnership
- The Home Office
- Watford Town Centre Business Improvement District
- Economic Development team of Watford Borough Council
- Development Management of Watford Borough Council
- Environmental Health of Watford Borough Council
- Watford & West Herts Chamber of Commerce

Our consultation was conducted between 20 July 2023 and 31 August 2023, during which time we wrote to:

- the statutory responsible authorities
- 326 licence and club premises certificate holders and 52 licensing agents acting for licence holders, as representatives of licence holders
- 21 residents' associations and community groups, as representatives of residents
- Watford Town Centre BID
- Economic Development team of Watford Borough Council
- Watford Community Safety Partnership
- Watford & West Herts Chamber of Commerce

We placed details on our website with links to an online survey to provide feedback and also inviting comments in writing, and issued a press release on 20 July 2023.

It was approved by the full Council – the Licensing Authority – on 17 October 2023.

The Borough of Watford

Watford Borough Council is situated in the county of Hertfordshire, which contains ten district councils in total. The council area has a population of 102,300 (Census 2021) making it the fourth smallest in the county in terms of population but one of the most densely populated in the country.

Watford is an urban borough in South West Hertfordshire, on the edge of the East of England region to the north-west of London. It covers an area of 8.3 square miles and is the only non-metropolitan borough wholly contained within the M25 and is the largest town in Hertfordshire. Sitting at the heart of the economically vibrant subregion of South West Hertfordshire (our Functional Economic Market Area), Watford benefits strongly from its geographical location and position as a strategic transport hub. Its road, rail and aviation connections – adjacent to the M25 and M1; less than 20 minutes to central London by rail, with direct links to the Midlands and six international airports, all of which can all be reached within 1 hour – cement Watford’s status as an established, proven business and employment centre. Commuter flows into Watford itself and through Watford, south to London and north towards the Midlands, further enhance the town’s position as a business destination and subregional centre for retail, cultural, entertainment and leisure activities.

It is a sub-regional shopping destination, centred around the Atria Shopping Centre in the town centre, and has one of the most vibrant night-time economies in Hertfordshire. It has been awarded Purple Flag status by the Association of Town Centre Managers for its management of the night-time economy. The purple flag status was renewed most recently in 2022.

Potential operators should however refer to the Local Plan (through our Development Management Team or on our website at www.watford.gov.uk) for details of the council’s ambitions for the borough.

Further information about the borough is contained in the Council Plan 2022-2026 which can be obtained from the council’s offices or downloaded from www.watford.gov.uk.

INTRODUCTION

We recognise that the four objectives of the Licensing Act – prevention of crime and disorder; public safety; prevention of nuisance; and child protection – are paramount.

Our vision is to create a safe and family-friendly environment within the Borough, particularly within the town centre. Whilst we recognise that each application must be considered on its individual merits and must be granted in the absence of any relevant representations, policies will be implemented to achieve our overall aims.

In September 2008 we launched a 24-hour strategy for the town centre, and following public consultation, we began to tackle some key issues. In January 2009 we launched our Cultural Study to remodel the town centre – particularly The Parade – to act as a stimulating focal point for culture and heritage within the borough. The Cultural Plan saw physical improvements to the Pond and the Parade area and the creation of an events space; works which were completed in 2014.

The events space has seen events such as the Big Beach, the Big Screen and the Big Skate, and the Town Centre as a whole has hosted an 'Imagine Watford' Arts festival on a number of occasions. The council has adopted a Cultural Strategy to run from 2018 until 2025 which seeks to grow sustainable opportunities for creative enterprise, cultural provision, and participation for our local communities. The council is also working on a Town Centre Vision, which will build on the extension to the Atria Shopping centre and the associated improvement works to the High Street between Clarendon Road and Market Street. This Statement of Licensing Policy will be used to help deliver the Town Centre Vision and accordingly may need to be reviewed before its expiry in 2023 as the Vision develops.

This approach and initiatives above led to us being awarded Purple Flag accreditation for our management with our partners of our town centre night-time economy in September 2012. The Purple Flag accreditation was renewed in 2016, and again in 2018. The accreditation was due to be reconsidered in 2020, but was delayed due to the Covid-19 pandemic. The purple flag status was renewed most recently in 2022.

Where we have discretion because relevant representations have been made about licensing applications, we may also take into account the following factors to fulfil our vision:

- (1) what contribution the application can make to creating a family-friendly town centre, specifically in terms of offer to a wide-range of customers; family-friendly policies and facilities; operating hours; and pricing;
- (2) entertainment aimed at over-25 year olds;
- (3) links with other activities in the town, to encourage day-time users to stay in the evening;
- (4) provision of a full food menu and not only alcohol;
- (5) the controlled and safe sale of alcohol;

- (6) transport/dispersal provision, particularly during periods when public transport is unavailable;
- (7) style and type of venue. The licensing authority wants to attract only high-quality operators who can provide a family-friendly environment, characterised by a range of activities and offers that would appeal to families of all backgrounds. A family-friendly environment may (but need not) be characterised by:
 - a range of alcoholic and soft drinks suitable for all ages;
 - a food menu catering for different tastes and needs, available throughout the duration of the premises' operating times;
 - facilities suitable for assisting customers with young children, such as high-chairs and baby-changing facilities, and facilities for family groups such as suitably laid-out seating/table areas;
 - a range of activities or entertainment that appeals to a range of age groups, whether provided at the same time or at separate times.
- (8) involvement in local community events and organisations.
- (9) commitment to involvement in community safety partnership initiatives.
- (10) use of street pavement licences for outdoor table areas.

Promoting and celebrating Watford's diverse cultures

We are keen to promote the artistic and cultural life of the town, and licensing will be approached with a view to encouraging new and innovative forms of public entertainment that are consistent with the licensing objectives and this aim.

We encourage greater live music, dance, theatre and other forms of entertainment for the wider cultural benefit of the community. We note that the Live Music Act 2012 already exempts live and recorded music from the need for a licence in specific circumstances and that certain elements of "regulated entertainment" defined in schedule 1 to the Licensing Act has also been deregulated¹.

For those activities that will still require licensing, we will seek to strike a balance between the potential for limited neighbourhood disturbance and the benefits of cultural activities and we will not allow the views of vocal minorities to predominate over the general interests of the community.

We will as far as possible avoid measures that deter live music, dance, theatre and entertainment, for example by imposing conditions that have indirect costs of a disproportionate nature.

¹ [The Licensing Act 2003 \(Descriptions of Entertainment\) \(Amendment\) Order 2013](#)

We are aware of the community value of a broad range of cultural entertainments, particularly live music, theatre and dancing. We want to encourage them for the benefit of all. We have issued a premises licence for the town centre for the use of community and other groups, and enquiries should be addressed to our events team at events@watford.gov.uk.

GENERAL CONSIDERATIONS

Licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licence-holder. However, as a matter of policy, we expect every holder of a licence, certificate or permission to be responsible for minimising the impact of their activities and anti-social behaviour by their patrons within the immediate vicinity of their premises and will require licence holders to demonstrate that they have taken appropriate action.

We will consider every application, on its own merits. We will have regard to the guidance issued by the Secretary of State under section 182 of the Licensing Act (available from <https://www.gov.uk/business-and-industry/alcohol-sales>). Where it is necessary to depart from the guidance – either in this policy or at any other time – we will give clear and cogent reasons for doing so.

We will consult with relevant stakeholders on the operation of this policy where appropriate, in advance of an annual report each Spring to our Licensing Committee on the operation of the Act. We will also take advantage of other forum, such as Pubwatch and Police Licensing Unit liaison meetings.

PRE-APPLICATION CONSIDERATIONS

Our experience in administering the licensing regime since 2005 shows us that many disputes start from poor communication – for example, the Act doesn't always allow applicants to fully explain their proposals, leading residents to misunderstand what is being proposed. In that case, formal representations are made and licensing hearings held to simply clarify what is being proposed.

We would strongly encourage applicants to hold pre-application discussions with us, other relevant statutory bodies and local residents or businesses before submitting all but the most straightforward applications.

Applicants should note that all applications are detailed on a weekly email bulletin, which is published on our website. Applications for the grant and variation of premises licences and club premises certificates are also circulated by letter to the fifteen nearest properties to the premises affected by the application, to ensure those potentially affected are aware of the application. Applicants are requested to submit a copy of their public notice to our officers after it has been published in a local newspaper.

Licensing is about the regulation of licensed premises, qualifying members' clubs and temporary events. We may only impose conditions on premises licences and club premises certificates in one of two circumstances:

- (1) where the applicant volunteers them as part of their operating schedule; or
- (2) on receipt of relevant representations from potentially affected parties, or from responsible authorities .

We have produced a separate document containing pools of model conditions for premises licences and club premises certificates. Applicants are under no compulsion to use these when preparing their operating schedules, but doing so may reduce the likelihood of representations being made about the application. Should relevant representations be received, we will (unless policy LP2 is involved) use those pools of conditions to address the concerns raised before we consider whether to refuse an application.

Terms and conditions attached to premises licences or club premises certificates in these circumstances will be reasonable, proportionate, and relevant and will be focused on matters within the control of the individual licence-holders and others granted relevant permissions. Conditions will be tailored to the style and characteristics of the individual premises. These matters will centre on the premises and places being used for licensable activities and in the vicinity of those premises or places.

Our officers will draft appropriate conditions for premises licence and club registration certificates from the information supplied in operating schedules accompanying premises licence and club premises certificate applications.

We recognise that we have no statutory power to place conditions where a temporary event notice has been given and no objections have been received from the Police or Environmental

Health, but urge premises users to take note of the guidance in this policy in appropriate circumstances.

Where no representations have been received, we must grant the authorisation in the terms sought.

**POLICY LP1
PREMISES DEFINITIONS**

For the purposes of policy LP2 and LP3, we define licensed premises as set out below:

Premises	Use
Restaurants	The sale of food and drink for consumption on the premises with full waiter service and/or full food menu throughout the trading period, and which typically has only incidental background music. Alcohol sales are not predominant over other activities. It may occasionally include the provision of other licensable activities such as recorded or amplified music and limited facilities for the provision of dancing
Public houses, wine bars or other drinking establishments	Primarily for the sale of alcohol and food for consumption on the premises, and which may include the provision of other licensable activities. Will include a “drinking up period” between the last sale of alcohol and the closing time of the premises
Café-bars	The sale of food and or light refreshments, and where alcohol sales are not a predominant feature of the premises
Hotel bars	The sale of alcohol and/or food, either to hotel residents or to non-residents
Night-clubs (including lap-dancing clubs)	Primarily for the provision of licensable activities at night (typically including music and dancing), where alcohol sales are a strong feature
Off-licences	The sale of alcohol for consumption away from the premises. Examples Include typical off-licence operators such as convenience stores or supermarkets
Remote alcohol retailer	The sale of alcohol for consumption off the premises where orders are accepted remotely. No public are allowed access to the premises
Pavement licences	The sale of alcohol and/or food on the highway outside of other premises licensed for such activities
Qualifying clubs	Qualify for a club premises certificate under the Licensing Act 2003
Take-aways	The provision of late night refreshment (hot food and drink) between 11 pm and 5 am for consumption away from the premises
Other entertainment venues	The sale of alcohol and provision of late night refreshment (hot food and drink) is either absent or ancillary to the main use of the premises which will be for entertainment purposes or activities designed to entertain. Examples include escape rooms, cinemas or mini-golf operators

**POLICY LP2
LOCATION AND OPERATION OF PREMISES**

(1) The table below sets out our approach to licensing premises when we have received relevant representations to a licensing application, notwithstanding that each application will be considered on its merits:

Premises type	Cumulative impact zone (see also policy LP3)	Town centre (within the ring road)	Leisure or shopping area	Residential area
Café-bars	Will generally be granted according to the application			
Hotel bars	Will generally be allowed alcohol sales and late night refreshment to residents 24-hours a day and to non-residents on the same basis as restaurants (see below)			
Night-clubs (including lap-dancing clubs*)	Where exceptions to policy apply, will generally be allowed licensable activities to 1 am only and until 10.30 pm on Sunday (other than for special occasions)	Will generally be allowed licensable activities to 1 am only and until 10.30 pm on Sunday (other than for special occasions)	Will generally be allowed licensable activities to 1 am only (other than for special occasions)	Will generally be allowed licensable activities to midnight only (other than for special occasions)
Off-licences	Will generally be allowed alcohol sales to 8 pm only		Will generally be allowed alcohol sales in accordance with the normal opening hours of the shop	Will generally be allowed alcohol sales in accordance with the normal opening hours of the shop
Remote alcohol retailer	Will generally be granted according to the application			
Other entertainment venues not listed	Will generally be granted for the hours and activities requested			May be limited to midnight
Public houses, wine bars and other drinking establishments	Where exceptions apply, will generally be allowed alcohol sales to midnight only, and until 10.30 pm on Sunday (other than for special occasions).		Will generally be allowed alcohol sales to midnight only, and until 10.30 pm on Sunday (other than for special occasions).	Will be allowed alcohol sales to midnight only (other than for special occasions).
Qualifying clubs	Where exceptions apply, will generally			

* We have published a separate policy regarding sexual entertainment venue licences, which is available on our website and from our licensing team.

	be granted for the hours and activities requested	Will generally be granted for the hours and activities requested		
Restaurants	Will generally be allowed licensable activities to 2 am only (other than for special occasions)	Will generally be allowed alcohol sales to midnight only (other than for special occasions)		
Take-aways	Will generally be allowed late-night refreshment sales to 1 am only (other than for special occasions)	Will generally be allowed late-night refreshment sales to 1 am only	Will generally be allowed late-night refreshment sales to midnight only (other than for special occasions)	

- (2) Officers will make a recommendation of the type of operation and location of the business, using the preceding tables. However, it will be for the sub-committee to determine if they agree with the recommendation when considering the application before them, and they may decide to depart from the recommendation. Departure from the recommendation should be explained with detailed reasons.
- (3) Where alcohol is sold for consumption on the premises, our policy will be to generally grant an additional 60 minutes between the end of any sales of alcohol and the closing time of the premises (which we refer to as the “terminal hour”).
- (4) Where we have considered representations for licences that do not involve alcohol sales, we reserve the right to set a final hour for licensable activities and for the closing time of the premises (the “terminal hour”).

Justification for LP2

We recognise that flexible licensing hours for alcohol sales can help to reduce concentrations of customers from leaving premises simultaneously, and to reduce conflict at late-night take-aways and taxi ranks. At the same time, we recognise that taxis/private hire vehicles (and private vehicles) are effectively the only form of post-midnight transport in the Borough.

We are adopting this policy with the Government’s recommendations at paragraphs 14.51 and 14.52 of the statutory guidance in mind. This states that the Government acknowledges different licensing approaches may be appropriate for promoting the licensing objectives in different areas, and licensing authorities – in consultation with others – are best placed to make those decisions subject to the overriding principle that opening hours must be not pre-determined without giving individual consideration to the merits of each application.

This justifies a more restrictive approach in residential areas when relevant representations have been made. A more restrictive approach for take-aways within the LP3 and town centre

areas is justified to reduce conflict late at night and encourage dispersal, and for off-licences to reduce the availability of alcohol being drunk on the streets (“pre-loading”) during the evening.

PETROL FILLING STATIONS

Section 176 of the Licensing Act prohibits alcohol sales from premises that are used primarily as, or are part of premises that are primarily used, as garages for one or more of the retailing of petrol or derv; or the sale and maintenance of vehicles.

If premises that are primarily used as a garage are granted a licence, that licence is “of no effect” and alcohol may not be lawfully sold.

It follows that we must be satisfied whether or not any premises are used primarily as a garage before we grant a licence for it. This is not to restrict the granting of a licence in such cases but for all parties to be clear as to whether the licence is an effective one or not. This policy is intended to be applied flexibly, as we are aware many pubs and restaurants have car parks attached where customers may drink alcohol and then drive away, and that customers will drive to supermarkets for example to buy alcohol, many of which have car parks.

Policy LP2A

- (1) In determining applications for garages, we require applicants to demonstrate that their premises are not primarily used as a garage. Such evidence must be based on sales and footfall data over the previous two years to show that petrol and derv sales, and vehicle maintenance and sales, are not the premises’ main feature to show the intensity of use. Where such information is not available (because for example the premises have only just started trading), we will consider imposing a condition requiring this information to be provided to the licensing authority on a regular basis for the following two years to ensure the premises are not primarily a garage.
- (2) Where insufficient evidence exists to establish primary use, we will decide whether or not grant a licence and deal with any subsequent issues using our enforcement powers in conjunction with other responsible authorities.
- (3) Where relevant representations have been made and a premises licence is granted in these circumstances, we shall treat it as an off-licence for the purposes of policy LP2 and grant hours accordingly.

Justification for LP2A

Paragraphs 5.22 to 5.24 of the statutory guidance issued under the Act makes it clear that we must decide whether or not any premises is used primarily as a garage. We are aware that different licensing authorities take a number of different approaches to this question. This approach allows us to obtain the necessary information for us to reach that decision.

CIRCUSES

It is clear that authority is needed under the Licensing Act should a circus sell alcohol or provide late night refreshment.

In addition, The Legislative Reform (Entertainment Licensing) Order 2014 deregulated entertainment in travelling circuses provided that the following qualifying conditions are met:

- the entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
- the entertainment takes place between 08.00 and 23.00 on the same day;
- the entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
- the travelling circus has not been located on the same site for more than 28 consecutive days.

The position is less clear in terms of regulated entertainment, and we are aware of extremes in approaches by licensing authorities across the country. The incidental music to a circus performance is not licensable, clowns may not necessarily be playing a dramatic role qualifying as a theatrical performance, trapeze artistes are not engaged in indoor sports and film performances are rarely included.

Policy LP2B

- (1) It is our policy that entertainment in circuses is exempt in the following circumstances:
- the entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
 - the entertainment takes place between 08.00 and 23.00 on the same day;
 - the entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
 - the travelling circus has not been located on the same site for more than 28 consecutive days.
- (2) On other occasions this issue will need to be decided on a case-by-case basis

Justification for LP2B

It is our experience that circuses are low risk, pose no significant risk to the licensing objectives, add value to the cultural activities of the town, and are regulated by other means including compliance with the Health and Safety at Work etc. Act 1974.

**POLICY LP3
CUMULATIVE IMPACT POLICY**

The council have published a cumulative impact assessment that looks at the potential impact on the promotion of the licensing objectives.

This assessment was first drawn up to take effect from 1 April 2021. The assessment is a separate document to this policy. The assessment is required to be reviewed at least every 3 years and requires approval from the council. The data used in compiling the cumulative impact assessment is included within the assessment itself.

Cumulative impact assessment summary

A cumulative impact policy applies to these parts of the town centre:

- High Street (between The Parade and Beechen Grove)
- The Parade

This is due to the issues associated with alcohol and alcohol-related crime within these areas. The council has a statutory duty under the Licensing Act and under section 17 of the Crime and Disorder Act 1998 (as amended) to seek a reduction in crime and disorder. We aim to achieve this through encouraging more restaurants, cafes, food establishments and venues offering entertainment licensable activities and would positively encourage applications for those type of premises whilst discouraging alcohol-led premises. Whether there is a need or not for further premises of a particular type, in accordance with the Secretary of State's guidance at paragraph 14.19, will not be a consideration.

A map showing the area to which the cumulative impact policy applies is included at appendix 2 of this policy.

Policy LP3

- (1) Where exceptions can be shown and we have received relevant representations, variations to extend the hours of alcohol-led premises will not generally be allowed until the premises have been operating for at least 12 months without having an adverse impact on the licensing objectives.
- (2) Where relevant representations have been received, we will consider granting applications which limit the hours or operation to those set out in policy LP2.
- (3) Where an exception is made, the licensing committee may consider attaching specific conditions to the relevant authorisation requiring the use of door supervisors to monitor and control access to the premises and assist with dispersal, to install and maintain an electronic identification entry system which meets the reasonable requirements of Hertfordshire Constabulary, to make a monetary contribution to the town centre taxi marshal scheme (or such a replacement scheme which may be introduced to assist in the dispersal of customers from the town centre) and that the premises will actively

participate in the town centre Pubwatch scheme and/or the Pubwatch radio scheme (or such a replacement scheme which may be introduced to assist in communication between venues).

- (6) Where relevant representations have been received in relation to applications for late-night refreshment premises that provide a delivery service, we shall consider imposing a condition that those deliveries are only made to a fixed physical address.

Exceptions to LP3

- (1) Exceptions will not be made on the grounds that:
- the building design is of a high standard; we would expect all applicants will want to ensure the highest design standards possible;
 - that the applicant is of good character. It is a legal requirement that premises selling alcohol must be under the management of a designated premises supervisor, who must themselves hold a personal licence to sell alcohol;
 - the premises are small. Even small premises can contribute to crime, disorder and nuisance.
- (2) We will consider whether to grant an application, even when relevant representations have been received, where:
- the supply of alcohol shall only be ancillary to a substantial table meal; or
 - the supply of alcohol shall only be by waiter/waitress service to seated customers; or
 - the supply of alcohol for consumption on the premises does not extend past 10pm on any day.
- (3) In any case where an applicant wishes an exception to be considered, the responsibility is with them to show why it should be considered and not on our licensing committee to show why an exception should be made.

Justification for LP3

Tackling violent crime continues to be a strategic priority across Hertfordshire and for Safer Watford, our local community safety partnership.

With our partners we have introduced a number of measures to help prevent more people becoming victims of crime:

- Additional policing resources at times of peak volumes (with an impact on policing at other times of the week)
- Town centre CCTV and requiring town centre premises to install CCTV
- Employing Council and police licensing enforcement officers
- Establishing door supervisor liaison arrangements

- Playing an active part in the town centre Pubwatch scheme (which includes a radio network linked to the CCTV control)
- Establishing a night-time economy focus group
- Implementing a late-night taxi marshal scheme
- Encouraging the installation of electronic identification checking systems at the entrances to licensed premises

This has included positive and significant measures with the licensed trade and others including:

- Achieving and maintaining Purple Flag status for the LP3 area and aspirations to develop that further
- Improving The Parade during 2013 – 2014 allowing an ambitious programme of cultural events such as the Big Beach, the Big Screen, the Big Skate and Imagine Watford to take place since mid-2014
- Organising Best Bar None / the Watford Food and Drink Awards in partnership with the Business Improvement District for a number of years

We recognise that the correct approach is to work with and not to penalise good operators and to review the licences of poor operators. We have granted applications when it has been right to do so.

We are satisfied, on receipt of numerous representations from the police and the Watford Town Centre Residents' Association, and in conjunction with police crime statistics submitted for consideration in the cumulative impact assessment, that the level of violent crime, anti-social behaviour and nuisance caused by people visiting pubs and bars in the area defined in policy LP3 undermines the crime prevention, public safety and prevention of nuisance objectives. This policy accords with section 14 of the Secretary of State's guidance to consider the contribution to cumulative impact made by different types of premises within the area.

**POLICY LP4
SENSITIVE LICENSING AREAS**

We have identified five Sensitive Licensing Areas within the Borough. These are areas where we are particularly likely to make representations ourselves suggesting additional conditions to reduce any impact on the licensing objectives to address concerns about:

- availability of stronger-strength alcohol to street drinkers leading to anti-social behaviour in the immediate vicinity of the premises
- alcohol and/or late-night refreshment being available at times that are significantly different from other premises in that area likely to have an adverse impact on the licensing objectives
- litter and other nuisances from a concentration of late-night take-aways

The Sensitive Licensing Areas are:

- (1) Whippendell Road, between its junction with Cassio Road and Hagden Lane
- (2) Queens Road, between High Street and Loates Lane
- (3) Market Street, between High Street and Merton Road/Cassio Road; and
- (4) St Albans Road, between the A41 and Leavesden Road.
- (5) Town centre, specifically:
 - Albert Road South
 - Church Street
 - Clarendon Road, between The Parade and Beechen Grove
 - George Street
 - King Street, between High Street and Exchange Road
 - New Street
 - Wellstones

We may add to these areas where evidence of the problems identified above exist. We may consider the introduction of a cumulative impact policy within those areas should any of the licensing objectives begin to be adversely affected. The Sensitive Licensing Area for the town centre was added as of 1st April 2021, and the Sensitive Licensing Areas for Market Street and Queens Road were expanded at this time as well.

Maps showing these areas can be found at appendix 3 of this policy.

We believe that this policy has been effective in dealing with the issues mentioned above and that policy LP4 should be retained.

Policy LP4

- (1) Where an application for alcohol sales or late-night refreshment has been received in a Sensitive Licensing Area, the licensing authority will consider making representations and will strictly apply policies LP6, LP7, LP8 and LP9 in relation to those premises.

- (2) Where additional representations have been made by other parties, our strict starting point in these areas will be to consider whether conditions will be appropriate to address those concerns or whether a refusal is justified on the basis that the licensing objectives would be undermined.

Justification for LP4

The Sensitive Licensing Areas are a mix of commercial and residential properties in densely built-up areas. Each has a relatively high number of licensed premises (12 in Whippendell Road; 6 in Queens Road; 23 in Market Street; and 44 in St Albans Road – 11 restaurants; 9 late-night take-aways; 3 pubs; 1 members' club; and 20 off-licences with several more on roads directly connecting to St Albans Road – all figures accurate up to 1 September 2023). Although the concentration of premises has caused considerable concern in terms of the three issues identified above leading to licence reviews or significant levels of representations against licence applications, levels of recorded crime, disorder, anti-social behaviour and nuisance are not significantly different from other parts of the borough.

We believe that the approach outlined in Policy LP4 has been effective in dealing with the issues listed above and that it needs to be retained.

Crime figures were provided by the Police when the policy was reviewed in 2018 which showed an overall increase in offences of violence against the person and anti-social behaviour in the Sensitive Licensing Areas between 2013, when the policy was first introduced, and March 2018. Violence and sexual offences and anti-social behaviour continue to be at high levels within these areas when compared to other areas of the Borough (data can be verified through <https://www.police.uk>), although not sufficient enough to warrant a cumulative impact assessment. There is a high occurrence of theft and shoplifting. It is acknowledged that making comparisons based upon the figures alone does not give the true picture because the way that crimes are recorded has changed over the years. However, the council's Community Safety Co-ordinator confirms that there are continuing problems within these areas, and, along with the Police, supports the retention of these areas as they are a recognised tool in the management of alcohol related anti-social behaviour.

With regards to the town centre, there is 1 licensed premises in Albert Road South, 5 premises on Clarendon Road, and 4 premises on King Street. Although licensed premises are not found in each location, it is acknowledged that these roads connect to the High Street and The Parade, both of which are subject to a cumulative impact policy, and are used as routes both in and out of the town centre. We are advised through consultation with residents that there are concerns regarding street drinking and litter within the town centre and we have adopted this policy in these areas as a safeguard for these locations.

PLANNING PERMISSION

The use of any licensed premises or places is subject to planning controls. There are several differences between licensing and planning control. The most significant is that planning is concerned with how land is used and its impact on the surrounding amenity, whilst licensing concentrates on protecting public safety in its widest sense.

New occupiers are not normally required to obtain planning permission unless there is a material difference in the use of the premises, before use of it begins. Material changes by existing operators may also require additional planning permission, and advice should be sought from the planning authority.

To avoid the risk of the planning authority raising representations against a proposed licensing application, applicants are advised to ensure they have the correct planning consents in place before making a licensing application.

Policy LP5

- (1) Where representations have been made by the Local Planning Authority on grounds that the application will undermine the licensing objectives unless planning permission has been obtained, and we resolve to grant a premises licence or club premises certificate, it shall be subject to a condition that it will be of no effect until the appropriate planning permission has been granted by the Local Planning Authority.

Exceptions to LP5

- (1) Exceptions to this policy may be considered where, for example, the applicant has simultaneously applied for a licence and planning permission.

Justification for LP5

The Secretary of State's guidance in paragraph 14.64 and 14.65 reinforces the view that planning and licensing are separate regulatory regimes and that licence applications may be made before a planning application. However, in the light of experience, whilst wishing to ensure the independence of the two regimes we also wish to see consistency between the two.

LICENSING AND OTHER LEGISLATION

Operators of licensed premises will have to comply with planning, environmental health, health and safety at work, fire safety and building control legislation when opening or adapting premises licences.

We will seek to avoid confusion or duplication by not imposing licensing conditions that are required under other legislation, except where they can be exceptionally justified to promote the licensing objectives.

TEMPORARY EVENTS

Most temporary events will not present any problems – for example, a temporary event notice may be needed to allow a special occasion in a pub or restaurant to be celebrated, or for wine to be sold at a parent-teacher association dinner.

In other circumstances, there may be slightly more risks involved. In these cases, we recommend that organisers consider the following points.

It would be helpful for organisers to give at least three months' notice to hold all but the smallest events, to allow us to help plan their events safely. Any longer period than this may mean that organisers do not have all the details available at the time of submitting the notice, and any lesser time means that planning may be rushed and haphazard. The law states that at least ten working days' notice must be given (or five working days in the case of "late" notices) but the less time that is given will increase the likelihood of the police objecting.

Our Safety Advisory Group, consisting of the emergency services and other statutory agencies such as the highways authority, advise and co-ordinate planning for public events in the borough, whether or not a premises licence or a temporary event notice is needed. Event organisers are encouraged to use the Safety Advisory Group as part of their event planning process and may find it useful to refer to the Watford Event Guide. Contact can be made through our Events team by email to events@watford.gov.uk.

Conditions may be added to a temporary event notice for existing licensed premises if representations have been made by the police or Environmental Health. Event organisers should be aware that an event cannot take place if an objection is made to a "late" temporary event notice, whereas objections to "standard" temporary event notices will usually result in the notice being considered by a licensing sub-committee.

The cumulative impact policy adopted by the council at policy LP3 does not apply to temporary event notices, and therefore any objections submitted by the Police or Environmental Health within this area will be considered on their own merits by a licensing sub-committee, unless all parties agree that a hearing is not necessary. However, it is acknowledged that the Secretary of State's guidance does state that it is open to the police and environmental health authority (as relevant persons) to refer to evidence published within any cumulative impact assessment when objecting to a notice.

When organising any small-scale event (whether or not requiring a temporary event notice), organisers are recommended to consider:

- the fire alarm in the premises – how does it work? Has it been tested and maintained? Are all staff aware of how to raise the alarm in an emergency?
- fire extinguishers – are the correct number and type available? Have they been serviced within the last year?
- is emergency lighting needed and is it suitable for the purpose? Has it been tested and maintained?

- have any crime prevention measures been considered – for example, are steps taken to regularly bank large amounts of cash during the event, or to keep it in a secure location? Are there a suitable number of stewards or door supervisors available?
- have nearby occupiers been considered – have you notified neighbours of the event and provided a contact telephone number?
- have you considered noise reduction measures (such as keeping windows and doors shut or turning noise down late at night)? Have you considered how visitors will arrive and leave the event?
- have you considered whether you need to make any provision for First Aid should anyone need it, and the means for calling the emergency services?

Organisers of temporary events should be aware that although a licence or authorisation may not be needed under the Licensing Act, other legislation might apply. This can include:

- Health and Safety at Work etc. Act 1974
- Fire Precautions Act 1971
- Environmental Protection Act 1990.
- Anti-social Behaviour, Crime and Policing Act 2014

The licensing authority's licensing enforcement officer and the police have powers to enter premises where temporary event notices are in force to ensure the crime prevention objective is not being undermined.

Organisers of large, occasional events that do require a premises licence (as opposed to the temporary event notice provisions) are advised to have regard to documents such as:

- The Event Safety Guide
<https://www.thepurpleguide.co.uk/>
- Managing Crowds Safely
<https://www.hse.gov.uk/event-safety/crowd-management.htm>
- Managing risks and risk assessment at work
<http://www.hse.gov.uk/risk/controlling-risks.htm>
- The Guide to Safety at Sports Grounds

<https://sgsa.org.uk/greenguide/>

- [Protect UK](#) - Counter Terrorism guidance for businesses

<https://www.protectuk.police.uk/>

DESIGNATED PREMISES SUPERVISORS

We strongly believe in the value of working in partnership with the Police, other agencies and designated premises supervisors to promote the licensing objectives that may be associated with licensed premises.

Designated premises supervisors (and the holders of premises licences or club premises certificates) for any other premises may be invited to a meeting where the police or licensing authority feel it is appropriate – for example, where there has been a prior history of the premises being run badly, or following a licence review or enforcement action.

We do not expect the premises supervisor to be physically present at the premises at all times it is open. However, we expect the premises supervisor to be able to exercise sufficient management control over the premises and for the responsible authorities to be able to contact them easily in the event of problems at the premises. We would also expect premises supervisors to give specific written authorisation to their staff who are authorised to sell alcohol on their behalf in accordance with paragraphs 10.29 – 10.35 of the Secretary of State’s guidance.

THE LICENSING OBJECTIVES
PREVENTION OF CRIME AND DISORDER

We strongly recommend that before submitting applications involving premises licences or club registration certificates, you should discuss crime prevention procedures with the police, and consider inviting a police crime reduction officer or a licensing authority officer to conduct a crime prevention audit.

Not only does this demonstrate your commitment to reducing crime and disorder within Watford, but would also reduce the likelihood of the police making representations on those grounds.

We strongly encourage all premises licence holders to play an active role in local schemes such as Pubwatch, in order to share information and exchange best practise with other venues and the responsible authorities under the Act. Not adopting this co-operative approach could lead to adverse representations being made to licensing applications from the responsible authorities.

The council also has adopted a cumulative impact policy at policy LP3 to address alcohol-related crime, by discouraging alcohol-led venues and encouraging more diverse venues that offer mixed licensable activities.

Policy LP6

- (1) Where relevant representations have been made, we shall either consider the report of a crime prevention assessment where voluntarily produced as part of the operating schedule, or consider whether to require one to be conducted and the recommendations implemented as conditional on the grant of a licence or certificate.
- (2) Where relevant representations have been made, we will particularly consider the following:
 - the ability of the person in charge of the premises to monitor the premises at all times it is open for licensable activities, particularly the sale of alcohol for consumption on the premises;
 - the training given to staff in crime prevention measures and licensing law appropriate to those premises;
 - physical security features installed in the premises. This may include matters such as the position of cash registers, where alcohol is stored in 'off-licences', the standard of CCTV that is installed, the use of toughened drinking glasses in pubs and clubs and secure storage of waste materials; or the use of electronic scanning equipment on entry;
 - the employment of licensed door supervisors. We recommend that at least one male and one female door supervisor is employed where the venue has a policy of searching customers; and consideration given to industry standards in terms of ratio of doorstaff;

- management attitudes and practices, such as the willingness to stagger trading hours with nearby competing businesses to avoid all of their patrons subsequently competing for the limited public transport late at night, their willingness to limit sales of bottled alcohol for immediate consumption, and the use of responsible pricing promotions;
- any other such measures as may be appropriate, such as participation in a local Pubwatch or Shopwatch scheme, 'music wind—down policies', restrictions on 'happy hours';
- use of plastic or polycarbonate glasses either as a matter of routine or during particular times of high risk;
- the measures employed to prevent the consumption or supply of illegal drugs, including any search procedures and entry policies;
- where premises are subject to age restrictions, the procedures in place to conduct age verification checks;
- the likelihood of any anti-social behaviour, violence, public order or policing problem if the licence is granted.

Justification for LP6

We are under a statutory duty under the Licensing Act to promote the prevention of crime and disorder, and have a duty under the Crime and Disorder Act 1998 to seek a reduction in crime and disorder throughout the Borough.

PUBLIC SAFETY

We are aware that applicants are legally responsible for complying with a range of legislation relating to public safety, such as the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and conducting suitable and sufficient risk assessments of their activities under both.

A failure to comply with these provisions could lead to representations being submitted by the statutory responsible authorities, particularly the Health and Safety at Work enforcing authority or Hertfordshire Fire & Rescue Service.

Applicants are advised to seek appropriate advice on public safety matters either before opening or making variations to licensed premises.

We want to ensure the safety of everyone on licensed premises. In some cases, setting an occupancy limit for premises may be an important factor in promoting public safety where other legislation, such as the Regulatory Reform (Fire Safety) Order, is not sufficient.

[Applicants are also advised seek advice on counter terrorism measures. The licensing authority will seriously consider any concerns raised by Police counter terrorism staff in relation to any licence application.](#)

Policy LP7

- (1) Where a relevant representation relating to occupancy limits and its impact on public safety is received, we will consider setting an occupancy limit for nightclubs and other premises where regulated entertainment is to be provided. In doing so we will consider:
- advice from Hertfordshire Fire & Rescue Service to ensure any occupancy limit we set does not exceed that which would be considered acceptable for fire safety purposes;
 - the design and layout of the premises;
 - the nature of the premises, event or licensable activities being provided, including known busy times, special events or promotions;
 - the provision or removal of temporary structures such as staging or furniture;
 - the number of staff available to supervise customers both ordinarily and in emergencies, and the training they are to be given;
 - the customer profile;
 - the applicant's crowd management strategies and policies.

- (2) We will not consider imposing conditions that duplicate, enhance or 'gold-plate' existing health and safety requirements except in the following circumstances:
- where relevant representations have been received that a specific hazard has not been addressed by a suitable and sufficient risk assessment;
 - where relevant representations have been received, to require equipment of a particular standard to be provided, and maintained and checked on the premises at specified intervals. We would not however require possession or production of specific certificates relating to such equipment where this is already covered by other legislation.
- (3) Other relevant factors we may take into account and which may not be adequately addressed by other legislation could include:
- access by emergency services;
 - facilities for disabled people, particularly in an emergency;
 - prior notification to the emergency services of special events;
 - lighting levels;
 - staffing levels, including the numbers of licensed door supervisors;
 - seating arrangements;
 - special effects such as pyrotechnics, imitation firearms, lasers, real flame, strobe lighting, etc;
 - temporary electrical installations;
 - safety checks (before, during and after regulated entertainment);
 - First Aid facilities for members of the public.

Justification for LP7

Applicants are under a duty to comply with Health and Safety at Work and associated legislation. In some cases, where other legislation does not adequately address risks posed from licensable activities, we shall address those risks through the premises licence or club premises certificate.

PREVENTION OF PUBLIC NUISANCE

We are determined to protect the amenity of residents and businesses in the vicinity of licensed premises. For these purposes 'vicinity' is taken to mean the immediate area around licensed premises where the individual's residence or business is likely to be directly affected by disorder and disturbance occurring or potentially occurring on those premises or immediately outside.

The statutory guidance issued by the Secretary of State makes clear that 'nuisance' has the broad definition retained at common law. When deciding whether something is a nuisance, consideration must be given to the following:

- it is a person's basic right to peacefully enjoy their property, but there is no right to total silence
- trivia cannot be taken into account when determining nuisance
- isolated acts, unless extreme, cannot be considered a nuisance. The problem must normally be continuous and regularly occurring
- the person complained of needs to substantially affect the enjoyment of comfortable living, that is it must interfere with a person's use, enjoyment or rights connected with their land. In the case of noise complaints the loss of a good night's sleep would be sufficient to meet these criteria. There would however have to be consideration for
 - (a) the time the noise occurs
 - (b) the area and
 - (c) any precautions taken to minimise the disturbance.
- nuisance can only be established in law if there is material interference with comfort from normal standards. It does not give protection to abnormally sensitive people. The problems of noise or smell must therefore be considerable.
- neighbourhood character needs to be taken into account. What might be a nuisance in a residential area may not be so in the town centre and vice-versa.

POLICY LP8

- (1) In considering all licence applications where appropriate representations have been received, we will consider any necessary measures to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application including;
- the steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises, including music; noise from ventilation equipment, and human voices. Such measures may include the installation of

soundproofing, air conditioning, acoustic lobbies, keeping external windows and doors closed and sound limitation devices;

- the steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving at or leaving the premises. This will be of greater importance between 10 pm and 7 am than at other times of the day;
- the steps taken or proposed to be taken by the applicant to prevent queuing (either by pedestrian or vehicular traffic). If some queuing is inevitable then queues should be diverted away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction;
- the steps taken or proposed to be taken by the applicant to ensure staff leave the premises quietly;
- the steps taken to identify food and drink packaging from the premises in question and the steps to reduce litter as far as is reasonably practicable (particularly from off-licences and late night refreshment establishments);
- the arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents;
- whether there is sufficient provision for public transport (including taxis and private hire vehicles) for patrons;
- whether licensed taxis or private hire vehicles are likely to disturb local residents;
- the installation of any special measures where licensed premises are or are proposed to be located near sensitive premises such as nursing homes, hospitals, hospices or places of worship;
- the use of gardens and other open-air areas, including those used for smoking;
- delivery and collection areas and times;
- the siting of internal and external lighting, including security lighting that is installed inappropriately;
- whether the premises would lead to increased refuse storage or disposal problems, or additional litter (including flyposters, smoking materials or illegal placards) in the vicinity of the premises;
- the steps taken or proposed to be taken by the applicant to limit or prevent the impact of odour from the operation of the premises upon neighbouring premises. Such measures may include limits on the operation of extract units from kitchens, maintaining such units, and keeping external windows and doors closed.

- the history of previous nuisance complaints proved against the premises, particularly where statutory notices have been served on the present licence-holders.

PROTECTION OF CHILDREN FROM HARM

Other than the sale of alcohol, we wish to encourage licensable activities that are suitable for people of all ages, including children.

We strongly encourage applicants to give full details of proposed adult entertainment on their application forms to allow the responsible authorities to assess the merits of the proposal. Policy LP9 is intended to be strictly applied.

Alcohol sales to those under 18

We expect applicants for the sale of alcohol to adopt an acceptable age verification scheme in order to comply with the The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014. We would expect applicants to adopt as a minimum a "Challenge 21" scheme, and that the only accepted identification to be a passport, driving licence or Proof of Age Scheme (PASS) card. We would expect premises licence holders and/or designated premises supervisors to have an appropriate training scheme in place for their staff.

Remote alcohol sales

Where alcohol is sold remotely such as via the internet or telephone ordering, age verification should take place both when the sale takes place (that is, when it is ordered), and when it is delivered to ensure both the buyer and the recipient are over the age of 18.

Policy LP9

- (1) Where we receive relevant representations, we may impose conditions to restrict entry by children under 18:
 - to all or part of the licensed premises;
 - at certain times of the day;
 - when certain licensable activities are taking place; or
 - by children under specific ages unless accompanied by an adult.
- (2) Where we receive relevant representations we may impose conditions relating to the advertising or external display of licensable activities that may be harmful to children.
- (3) We will particularly take into account where:
 - significant authorised gambling is taking place such as gaming machines or poker games (taking note that under-18s and alcohol are generally prohibited from most licensed gambling premises anyway)
 - there is a history or likelihood of under-age sales or consumption of alcohol

- activities or entertainment (whether licensed under the 2003 Act or not) of a clearly adult or sexual nature
 - criminality at the premises likely to harm children
 - licensable activities are taking place during times when children under 16 may be expected to attending compulsory full-time education
 - other hazards to children that are not sufficiently controlled
 - events or activities are specifically targeted at those under 18 without appropriate safeguarding measures being proposed (eg running youth discos without a sufficient dispersal plan to ensure young people can leave the premises and get home safely)
- (4) Where we receive representations that an application does not appear to have sufficient safeguards to prevent the sale and/or delivery of alcohol to people under 18, we will impose appropriate conditions (modified if necessary) from our pool of model conditions.

Film exhibitions

We would expect operating schedules for the display of films to include a stipulation that children will be restricted from viewing age-restricted films certified by the British Board of Film Classification (BBFC) in line with the mandatory condition under the Licensing Act for showing films to children under 18.

Where it is proposed to show films that are not classified by the BBFC (such as at amateur film festivals), our officers will determine the classifications in accordance with the current guidelines published by the BBFC.

Policy LP10

- (1) We will only consider substituting a classification by the BBFC for one of our determination in the light of exceptionally strong representations that the BBFC classification provides insufficient protection for children. Those making representations in this respect will be expected to provide compelling reasons as to which other classification should be substituted in place of the BBFC's.
- (2) We will determine the classifications of films that have not been classified by the BBFC, in line with the BBFC's current guidelines.

Justification for LP10

The BBFC are the acknowledged experts with the experience and expertise who have been entrusted by the Government to classify films for viewing by all sections of society. As such, we should not lightly overturn its decisions, and we have not had previous cause to do so under either the Licensing Act or its predecessor Cinemas Act 1985.

REPRESENTATIONS ABOUT APPLICATIONS

Representations may be made by people who live, or are involved in a business, within the Borough of Watford about an application for a new licence/certificate, a variation to an existing licence/certificate or when a licence/certificate is reviewed. Representations may be positively in support of an application, or may oppose an application.

Representations may also be made by organisations representing such bodies, such as residents' associations or chambers of commerce. Organisations such as churches, schools or hospitals may also make representations.

Ward councillors may represent 'interested parties' in their role as a representative of the community, make representations either in their own right, or may make representations as a member of the licensing authority about any relevant application, but may not sit on the committee dealing with that particular application.

We shall not generally make representations ourselves where other responsible authorities have done so. We shall generally only make representations where we have evidence that is not in the possession of anyone else; where an application conflicts with our statement of licensing policy; or in order to improve upon conditions that might be offered in an operating schedule and which has not been resolved through negotiation.

We recommend that representations should:

- (1) be made in writing (a legal requirement)
- (2) indicate the name and address of the person or organisation making the representation
- (3) indicate the premises to which the representation relates
- (4) indicate the proximity of the premises to the person making the representation
- (5) clearly set out the ground for making the representation.

Representations can only be considered if they are concerned with one of the four licensing objectives:

- (1) crime prevention;
- (2) public safety;
- (3) prevention of nuisance;
- (4) prevention of harm to children.

In accordance with statutory regulations, we will forward copies of representations to the applicants in order that they may respond. Representations which have not been previously withdrawn are included in reports that are considered by councillors at hearings and are published on our website.

In some exceptional and isolated cases, we may consider that an interested party has a genuine and well-founded fear of intimidation from divulging their name and/or address to the applicant. We will consider an alternative approach in these circumstances providing we are satisfied that the circumstances justify such an action and the representations or concerns are not frivolous or vexatious.

Policy LP11

- (1) Where a person has made a valid representations or a valid application for a licence to be reviewed, we will where practicable attempt to arrange a voluntary mediation meeting to address, clarify and try to resolve issues of concern.
- (2) We may reject representations if it appears the representations are frivolous (lacking in seriousness) or vexatious (made repeatedly on the same or similar grounds). Where a representation is not accepted because it is frivolous or vexatious, we will give reasons why that is the case in writing. In such cases, our officers will make the determination, giving interested parties the benefit of the doubt where appropriate.
- (3) Decisions as to whether representations are irrelevant, frivolous or vexatious must be made objectively and not on the basis of any political judgement. Accordingly, our officers will make the decisions on whether representations or applications for licence reviews should be referred to the licensing committee or sub-committees, giving the maker of the representation the benefit of the doubt. Where representations are rejected, the person making that representation will be given a written reason as to why that is the case. A report will be made to the licensing committee indicating only the general grounds of the representation and the reason it was rejected.

COMPLAINTS AGAINST LICENSED PREMISES

We will investigate complaints against any licensed premises, including in conjunction with other responsible authorities where appropriate. In the first instance, we encourage complaints to be raised directly with the licence-holder or business concerned.

Policy LP12

- (1) Where a person has made a valid representation or a valid application for a licence to be reviewed, we will where practicable attempt to arrange a voluntary mediation meeting to address, clarify and try to resolve issues of concern.
- (2) This process will not override the right of any person to ask that the licensing committee consider their valid representations or an application for a licence review, or for any licence holder to decline to participate in a mediation meeting.

LICENCE REVIEWS

It is important to recognise that the promotion of the licensing objectives relies heavily on a partnership between licence holders, authorised persons, local residents or businesses and responsible authorities in pursuit of common aims. It is therefore equally important that reviews are not used to drive a wedge between these groups in a way that would undermine the benefits of co-operation. Responsible authorities are encouraged to give an early warning of concerns about problems identified at the premises concerned and of the need for improvement although it is recognised this is not always practicable or desirable. It is expected that a failure to respond to such warnings would lead to a decision to request a review.

Policy LP13

- (1) We can only review a licence where it is alleged that the licensing objectives are not being kept. An application for a licence review is an acknowledgment that existing systems have broken down. We view particularly seriously applications for the review of any premises licence where it involves the:
- use of licensed premises for the sale or distribution of illegal drugs and the laundering of the proceeds of drugs crimes;
 - use of licensed premises for the sale or distribution of illegal firearms;
 - evasion of copyright in respect of pirated films and music;
 - underage purchase or consumption of alcohol;
 - use of licensed premises for prostitution or the sale of unlawful pornography;
 - use of licensed premises for unlawful gaming;
 - use of licensed premises as a base for organised criminal activity;
 - use of licensed premises for the carrying out of, or the organisation of, sexual abuse or attacks;
 - use of licensed premises for the carrying out of, or the organisation of, the discrimination, harassment or victimisation of people or a community with protected characteristics (as defined by the Equality Act 2010). The protected characteristics are:
 - (a) age
 - (b) disability
 - (c) gender reassignment
 - (d) marriage and civil partnership
 - (e) pregnancy and maternity
 - (f) race

- (g) religion or belief
- (h) sex
- (i) sexual orientation;

- use of licensed premises for the sale of smuggled tobacco or goods;
 - the use of licensed premises for the sale of stolen goods;
 - where the police are frequently called to attend to incidents of disorder;
 - prolonged and/or repeated instances of public nuisance and/or anti-social behaviour;
 - where serious risks to public safety have been identified and the management is unable or unwilling to correct those;
 - where serious risks to children have been identified;
 - continuous breaches or contraventions of licence conditions;
 - not operating the premises according to the agreed operating schedule.
- (2) Representations made by another department which is a responsible authority will be treated by the licensing authority in precisely the same way that they would treat representations made by any other body or individual. In every case, an evidentiary basis for the allegations made will need to be laid before the licensing authority.
- (3) We would not expect a responsible authority which is also alleging criminal conduct on the part of a licence holder, (such as allowing underage sales of alcohol), to first exhaust the relevant legal powers at their disposal before making an application for a review.
- (4) Where a review follows convictions or the failure of a prosecution in the criminal courts, it is not for the licensing committee to attempt to go behind the finding of the courts, which it will treat as a matter of undisputed evidence before it.
- (5) It is envisaged that the responsible authorities will use the review procedures effectively to deter unlawful activities and crime. Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance - could be seriously considered.
- (6) We will expect that any party making an application for a licence to be reviewed will prove the facts that they are relying on to support their allegations on the balance of probabilities, that is, that it is more likely than not that the circumstances being complained of did actually occur. Because of the potentially serious consequences to a licence holder following a licence review, mere anecdotal or hearsay evidence will not be sufficient.

- (7) In considering our response to an application for a review, we will adopt the approach set out at appendix 1.

ENFORCEMENT AND COMPLIANCE POLICY

We no longer conduct regular pre-programmed premises inspections. We will instead conduct inspections where there are concerns about the ability of the designated premises supervisor or premises licence holder to promote the licensing objectives or to meet the conditions on their permission.

Enforcement

We have a long-established licensing enforcement policy based around the principles of consistency, transparency and proportionality set out in the Government's statutory Regulators' Compliance Code, which also takes into account the Attorney-General's Guidelines to Crown Prosecutors for bringing prosecutions.

Our compliance policy proposes that a graduated response is taken where offences against licensing legislation are found or where licence conditions have been contravened. An isolated and minor offence may be dealt with purely by way of a written warning whilst more serious offences which have either been committed over a period of time or which jeopardise public safety may result in a referral for prosecution.

We continue to work actively with other responsible authorities in enforcing licensing legislation. We share information about licence-holders and licensed premises under the Crime and Disorder Act 1998, and expect to be closely consulted when any enforcement action may be required.

As a council we have also signed up to the Hertfordshire Better Business for All Partnership Charter which is a voluntary undertaking between Hertfordshire Regulatory Services and all local businesses, irrespective of size or resources. It aims to support a relationship between businesses and regulators built upon trust, understanding and a desire to improve together in terms of compliance with regulation and support of business growth.

THE LICENSING COMMITTEE

Our Licensing Committee will consist of fifteen Councillors that will sit at least once annually.

The Chair of the Licensing Committee shall be elected at the annual meeting of the Licensing Authority in May. The Chairs of the licensing sub-committees shall be elected at the meeting of the sub-committee.

We will ensure that members and officers are appropriately trained to carry out their duties under the Licensing Act. In accordance with the Council's Constitution, no councillor shall sit on any licensing committee unless they have received appropriate training.

Scheme of delegation

Sub-committees of three councillors will sit to consider applications where valid representations have been received. Where a sub-committee does not have all three members present, it may only meet with the approval of the chair of the licensing committee in consultation with the Group Head of Democracy and Governance

Applications referred to sub-committees will be accompanied with a report prepared by our officers. This will include recommendations relating to the operating schedule, representations, the Licensing Act and other legislation, statutory guidance, national and local policy, good practice, or recommended conditions that could be considered to alleviate any concerns raised in the representations.

The Licensing Committee will also sit to determine general licensing policies not associated with the Licensing Act 2003, such as those policies under taxi and private hire vehicle legislation.

The Licensing Committee and its sub-committees will also sit to determine matters arising under the Gambling Act 2005.

The full Licensing Committee will hear and consider any representations relating to a proposed Early Morning Restriction Order, and will make its recommendation to the Council acting as the Licensing Authority. A specific protocol will be approved and published for this purpose in advance of the committee hearing should this be necessary.

Our licensing officers will deal with all other licence applications where either no representations have been received, or where representations have been received and it is agreed by the parties that a hearing is not necessary. Officers will also

- (1) make representations on its behalf in appropriate cases. It will normally be clear that there is a separation of roles between officers who make representations and those who process the application
- (2) review and certify unclassified films in accordance with policy LP10, with the power to refer applications to a licensing sub-committee in cases of doubt.

- (3) consult with the responsible authorities they think are relevant to application for minor variations to premises licences and club premises certificates. They will also consult with the chair of the Licensing Committee before deciding whether to allow or refuse the application
- (4) suspend a premises licence or club premises certificate under sections 55A(1) or 92A(1) of the Act for non-payment of annual fees, and to specify the date (with at least two working days' notice) on which this takes effect
- (5) impose existing conditions from a premises licence or club premises certificate on a temporary event notice where all parties agree under section 106A of the Act that a hearing is not necessary.

Role of councillors

Local councillors play an important role in their local communities. They can act on behalf of people who might be affected by licence applications. Local councillors with a prejudicial interest in an application may attend sub-committee or committee meetings to make representations, answer questions or give evidence (providing other parties may also do so). Councillors must however withdraw from the meeting immediately afterwards and on no account play a part in the decision-making process.

The licensing sub-committee will also refer to the Licensing Committee any matter it is unable to deal with because of the number of its members who are unable to take part in the consideration or discussion of any matter or vote on any question with respect to it.

This does not apply to applications made by the Council itself for licences or permissions under the Act. In those circumstances, it is unlikely that councillors would have a disclosable pecuniary interest in the matter before them, as defined in the Localism Act 2011.

Committee decisions

The Licensing Committee will refer to the licensing authority any matter it is unable to deal with because of the number of its members who are unable to take part in the consideration or discussion of any matter or vote on any question with respect to it.

Every determination of a licensing decision by the Licensing Committee or a licensing sub-committee shall be accompanied with clear, cogent reasons for the decision. A summary of the decision shall be posted on the licensing authority's website as soon as possible after the decision has been confirmed, where it will form part of the statutory licensing register required to be kept by the licensing authority.

RELATIONSHIP TO OTHER POLICIES AND LEGISLATION

- (1) Although the four objectives are the only matters that the licensing authority may take into account when making licensing decisions, as a public body the licensing authority is also required:
- Under the Crime and Disorder Act 1998 to have due regard of the crime and disorder implications of any of its decisions, including the adoption of this policy;
 - To implement the Licensing Act in a manner consistent with the Human Rights Act 1998 by giving due consideration to the rights contained in the European Convention on Human Rights and Fundamental Freedoms;
 - To implement the Licensing Policy in a manner consistent with its legal requirement under the Equalities Act 2010.
- (2) This policy will also integrate with other Council policies and strategies such as:
- (a) Council Plan 2022-2026
 - (b) Watford Local Plan 2021-2038
 - (c) Community Safety Plan 2021-2024
 - (d) Watford Cultural Strategy 2018-2025
 - (e) Community Protection Compliance Policy 2021 – 2026
 - (f) Watford Town Centre Strategic Framework (Feb 2023)

APPENDIX 1

Licence review guidelines

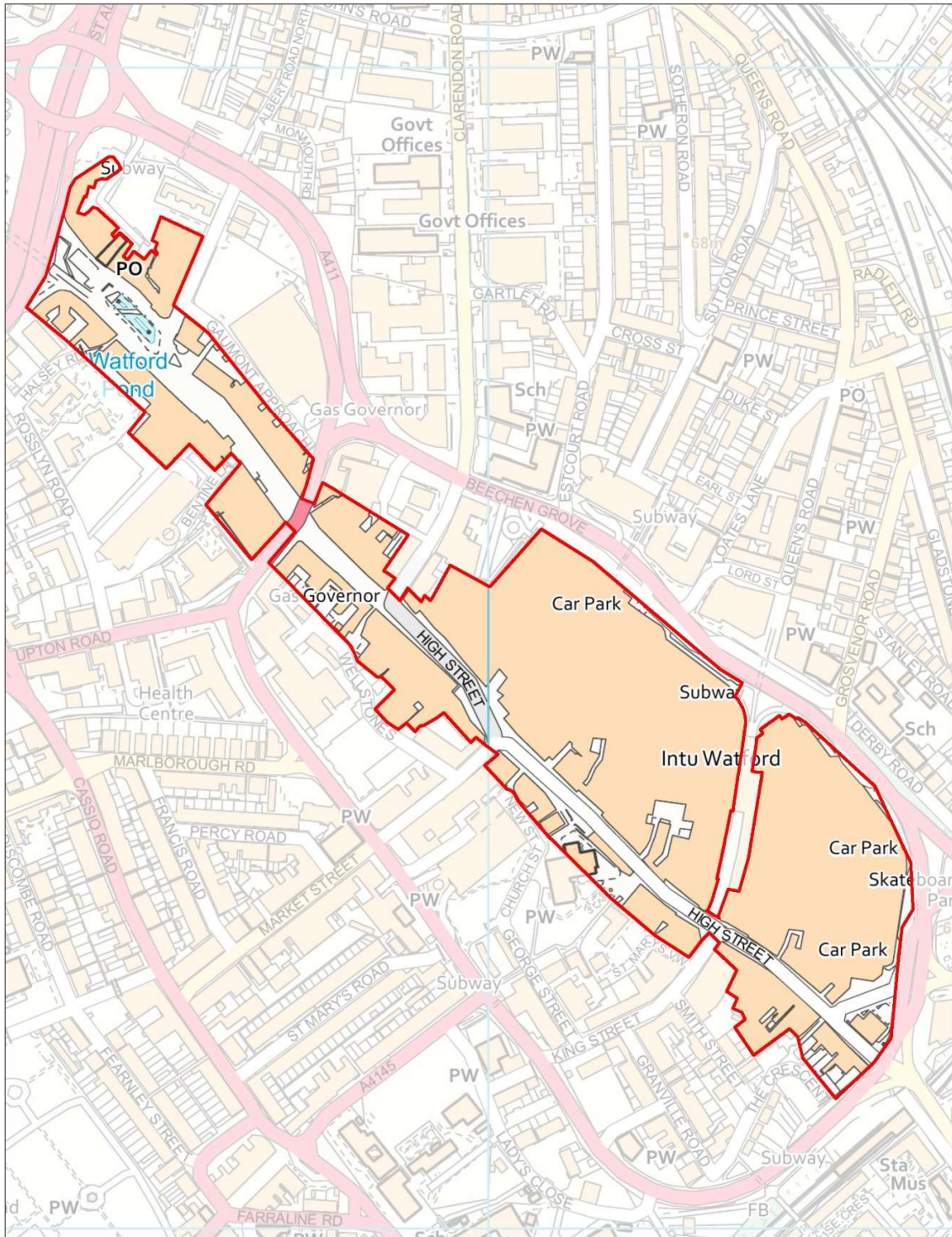
The Licensing Committee and Sub-Committees will apply the guidelines below, when holding a licence review, to maintain a degree of consistency and transparency in decision-making. The Committee reserves the right to amend and republish these guidelines in the light of operational experience.

	Aggravating factors	Mitigating factors
Prevention of crime and disorder	<ul style="list-style-type: none"> • Failure to heed police advice • Encouraging or inciting criminal behaviour associated with licensed premises • Serious injury results • Previous track record 	<ul style="list-style-type: none"> • Minor breach of condition not justifying a prosecution • Confidence in management ability to rectify defects • Previous track record • Voluntary proposal/acceptance of additional condition
Prevention of public nuisance	<ul style="list-style-type: none"> • Noise late at night in breach of condition • Previous warnings ignored • Long and prolonged disturbance • Excessive nuisance during unsocial hours (relating to locality and activity concerned) 	<ul style="list-style-type: none"> • Noise limiting device installed • Licence-holder apologised to those disturbed by nuisance • Hotline complaints telephone available • Short-term disturbance • Undertaking/commitment not to repeat activity leading to disturbance • Willingness to attend mediation • Voluntary acceptance/proposal of additional conditions
Public safety	<ul style="list-style-type: none"> • Death or serious injury occurred • Substantial risk in view of a responsible authority to public safety involved • Previous warnings ignored • Review arose out of wilful/deliberate disregard of licence conditions 	<ul style="list-style-type: none"> • Minor or technical breach of licence condition • Confidence in management to rectify defects • Confidence in management to avoid repetition of incident • Voluntary acceptance/proposal of additional condition

	Aggravating factors	Mitigating factors
Protection of children from harm	<ul style="list-style-type: none"> • Age of children • Previous warnings ignored • Children exposed to physical harm/danger as opposed to other threats • Activity arose during normal school hours • Deliberate or wilful exploitation of children • Large number of children affected • Children not allowed on premises as part of operating schedule 	<ul style="list-style-type: none"> • Conduct occurred with consent of person with parental responsibility for child • Short duration of event • No physical harm • Short-term disturbance • Undertaking/commitment not to repeat activity • Voluntary acceptance/proposal of additional conditions • Children permitted on the premises as part of operating schedule • Not involving under-age exposure to alcohol
Following enforcement action by responsible authorities	<ul style="list-style-type: none"> • Penalty imposed by court • Previous warnings ignored • Offender previously convicted or cautioned for same or similar offence • Offences over prolonged periods of time • Offences resulted in significant danger or nuisance • Offences as a result of deliberate actions or reckless disregard of licensing requirements • Offence likely to be repeated 	<ul style="list-style-type: none"> • Compensation paid by offender or agreement towards mediation • Voluntary acceptance/proposal of additional conditions • Offence disposed of by way of simple caution or penalty notice for disorder (“fixed penalty notice”) • First offence or warning • Single offence • No danger to the public or nuisance • Offences merely administrative in nature • Offence unlikely to be repeated
POSSIBLE OUTCOMES		
<ol style="list-style-type: none"> (1) To take no action (2) To issue a written warning (3) To modify the conditions of a premises licence or club premises certificate, including the addition of new conditions or deletion of old conditions (4) To exclude a licensable activity or qualifying club activity from the scope of the premises licence or club premises certificate (5) To remove the designated premises supervisor from the licence (6) To suspend the licence for a period not exceeding three months (7) To revoke the premises licence or withdraw the club premises certificate 		

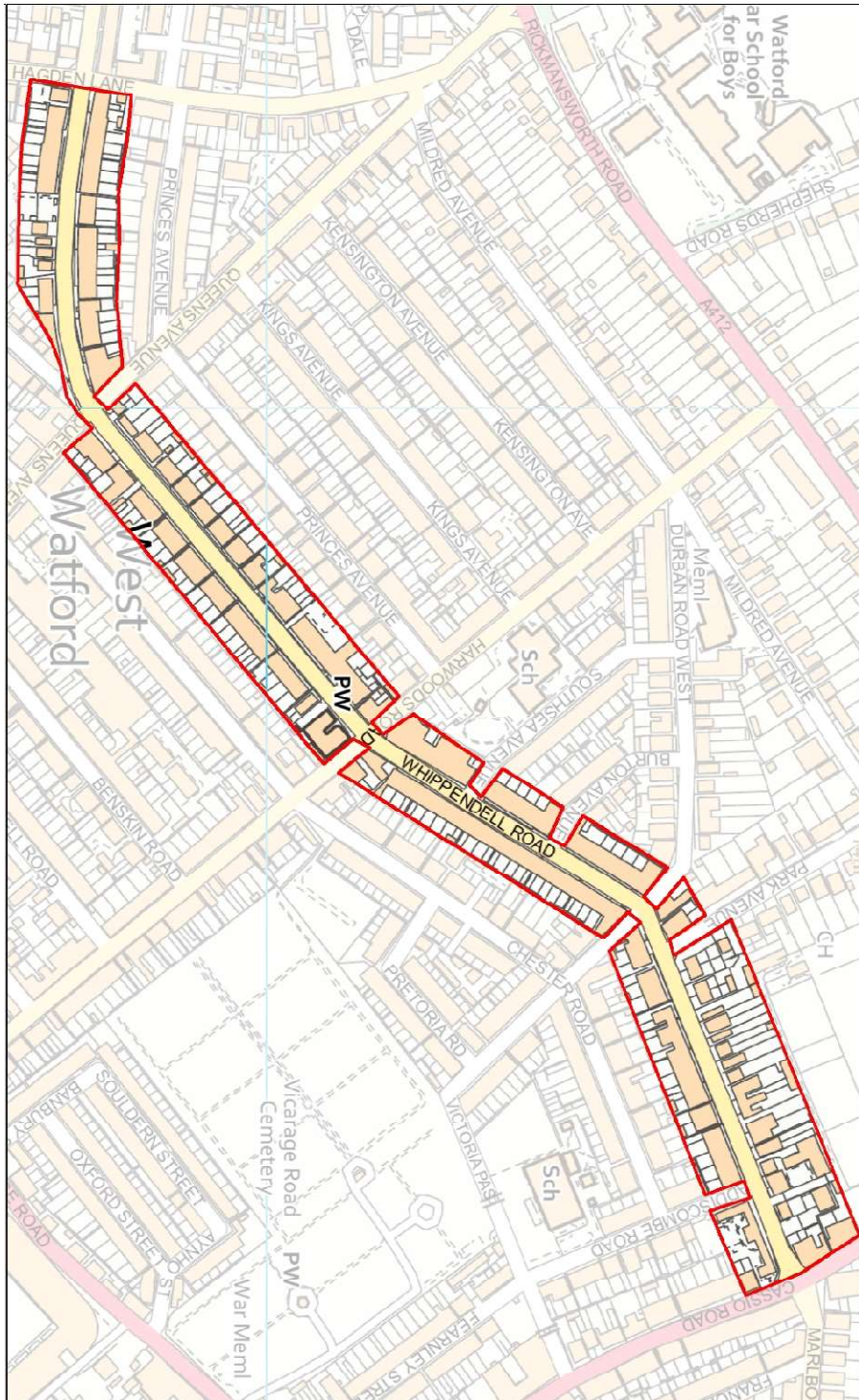
APPENDIX 2

Cumulative impact policy area

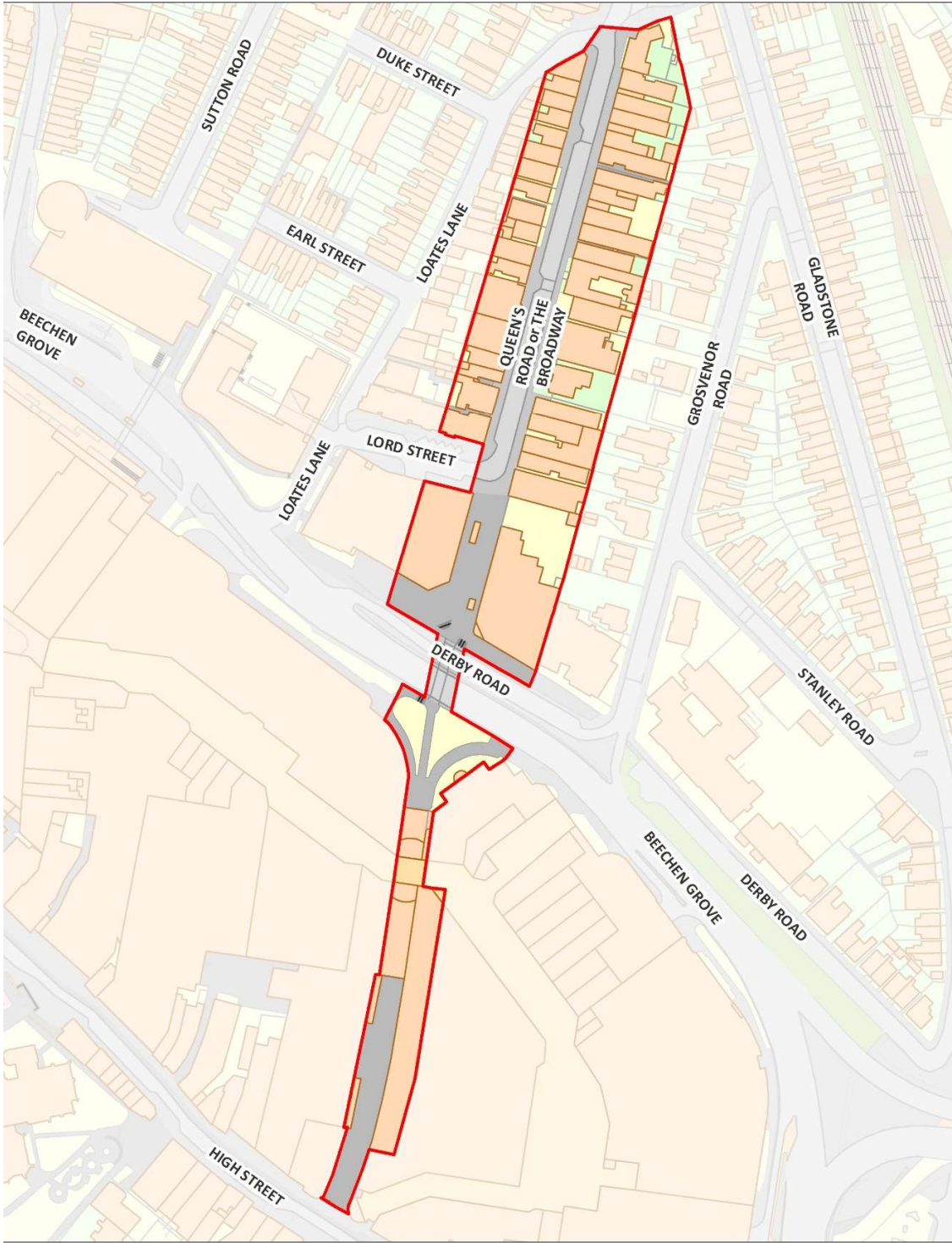


APPENDIX 3

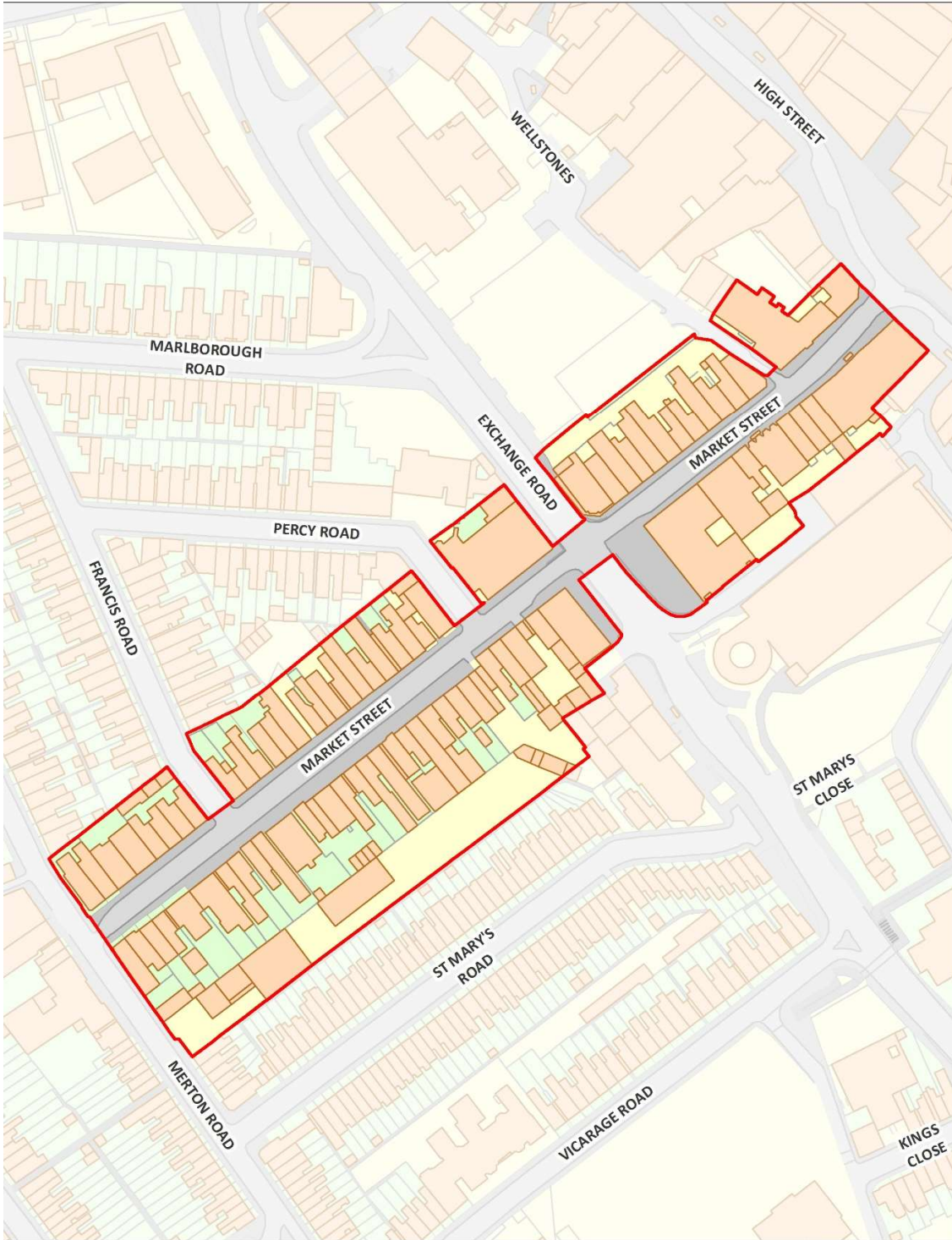
Sensitive licensing area - Whippendell Road



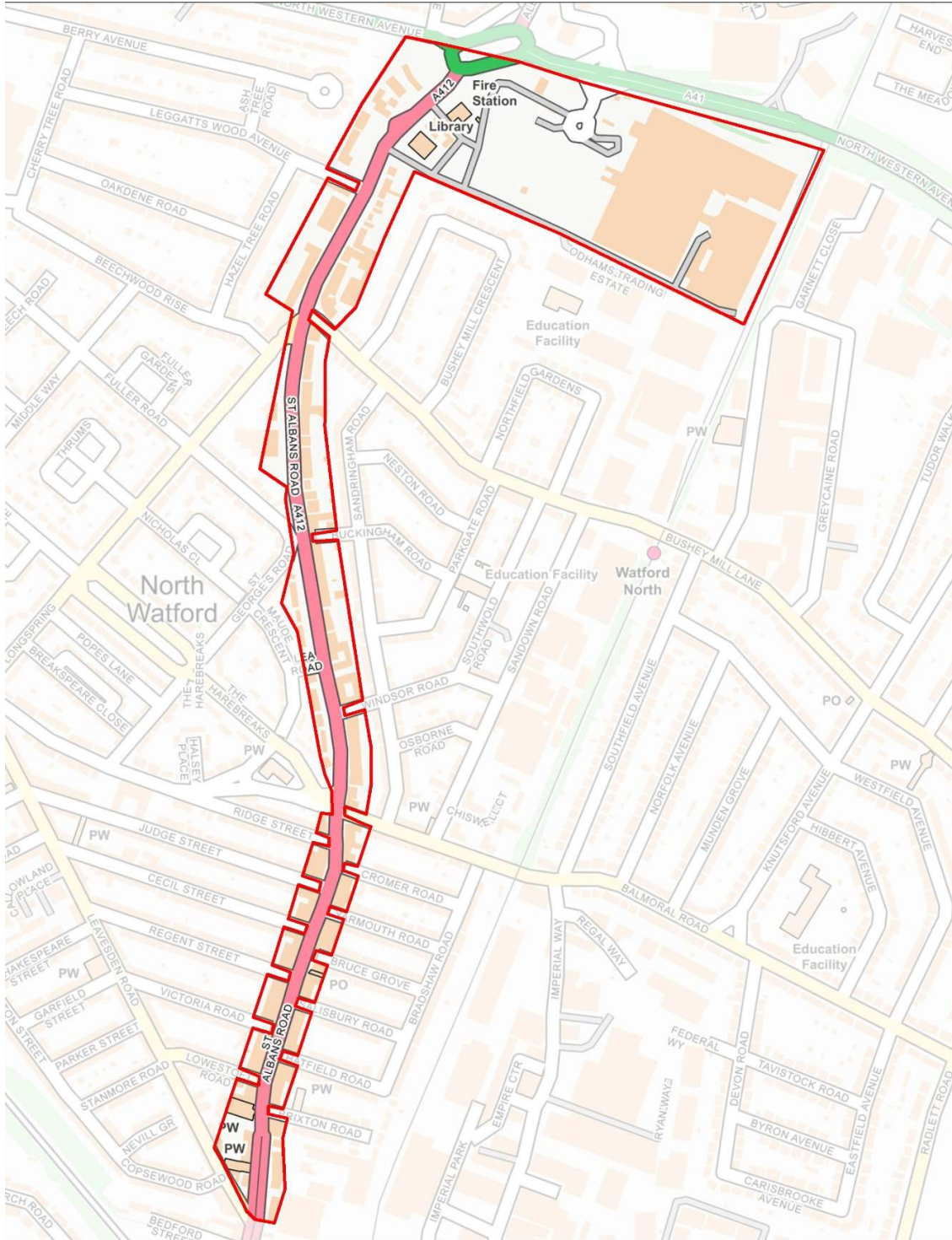
Sensitive licensing area – Queens Road



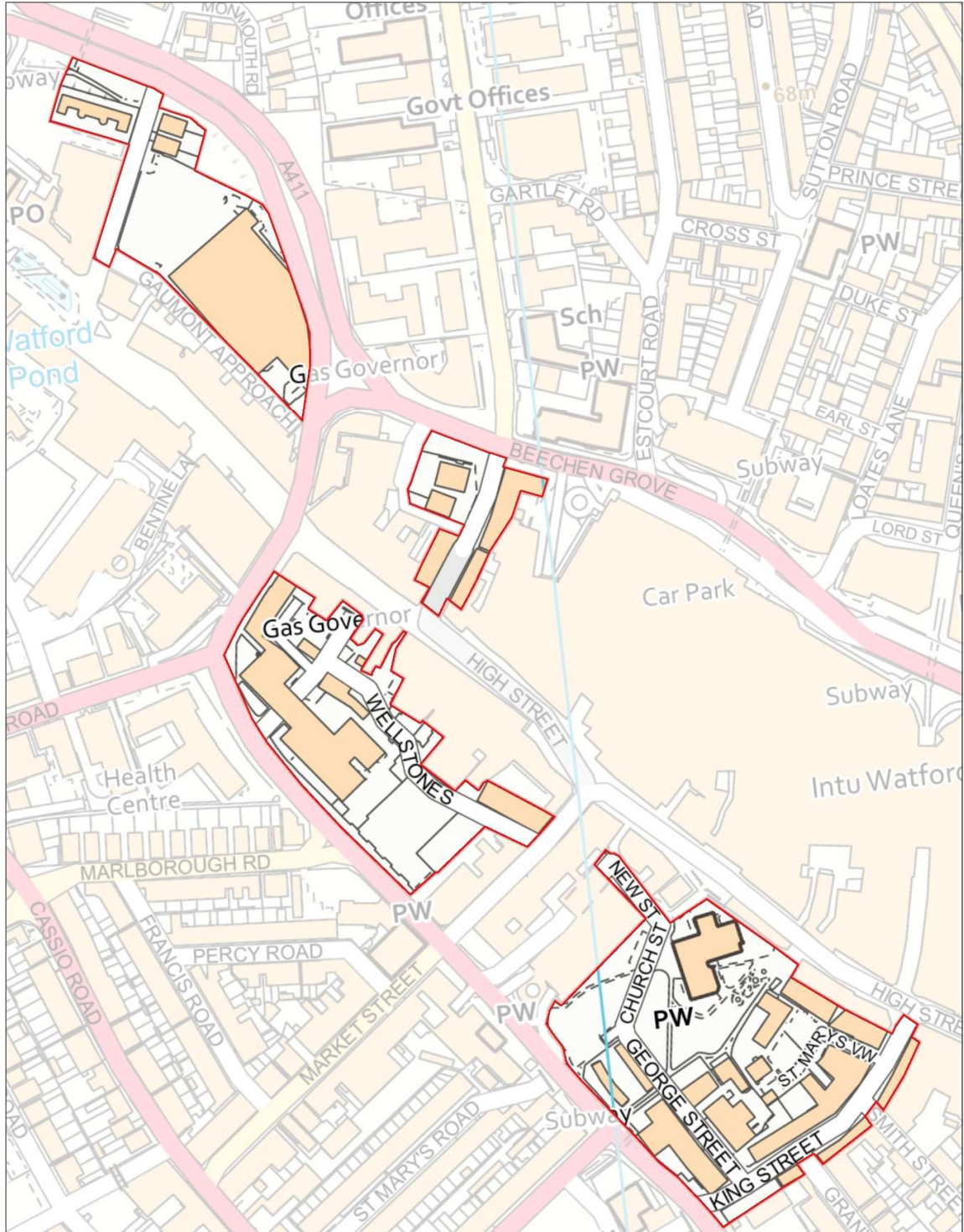
Sensitive licensing area – Market Street



Sensitive licensing area – St Albans Road



Sensitive licensing area – Town Centre





Equality Impact Analysis

Title of policy, function or service	Licensing Act 2003 Statement of Licensing Policy
Lead officer	Austen Young
Person completing the EIA	Austen Young
Type of policy, function or service:	Existing (reviewed) <input type="checkbox"/> New/Proposed <input checked="" type="checkbox"/>
Version & Date	Version 3 September 2023

1. Background

Under the Licensing Act 2003, Watford Borough Council, in its role as licensing authority, is required to determine and publish a Statement of Licensing Policy (“policy”) every 5 years. The current policy, which was approved in 2018 and amended in 2021, is due to expire on 19 November 2023. The policy sets out the council’s approach to processing and determining applications submitted under the Licensing Act 2003.

The purpose of the policy is to ensure that all licence applications received are treated fairly and in a consistent manner, provide advice and information for all about how the council will enforce, administer and make decisions under the Licensing Act 2003 and support licensable activities for the wider benefit of the community. The council must have regard to the licensing objectives as set out in the Licensing Act 2003, which are;

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

The policy is being reviewed because it expires later this year, and being a statutory policy the council must ensure that it has a policy in force in order to carry out its functions under the Licensing Act 2003.

The Licensing Act 2003 requires that each application is considered on its own merits. It does not permit certain groups or applicants to be treated differently, and all applications are to be processed in the same manner. Licence applications can be submitted by individuals aged 18 or older, statutory bodies, non-commercial organisations and commercial companies. Objections against licence applications can be made submitted by any person or one or more of the prescribed responsible authorities.

The policy specifically mentions, on page 45, that the licensing authority must implement the policy in a manner which is consistent with equalities legislation.

A draft policy was sent out for consultation between 20 July and 31 August 2023. The Licensing Act 2003 prescribes the groups who need to be consulted.

2. Focus of the Equality Impact Analysis

The policy determines the council’s approach to processing and determining applications made under the Licensing Act 2003. This EIA, therefore, considers the potential equality related impacts, both positive and negative of the policy on the people in the groups or with the characteristics protected in the Equalities Act 2010.

These are:

1. Age
2. Disability
3. Gender Reassignment
4. Pregnancy and maternity
5. Race
6. Religion or belief
7. Sex (gender)
8. Sexual Orientation
9. Marriage and Civil Partnership

3. Engagement and consultation

The consultation on the policy took place between 20 July and 31 August 2023, during which time we consulted:

- the statutory responsible authorities
- 326 licence and club premises certificate holders
- 52 licensing agents, who had acted for licence holders since the last policy review, as representatives of all licence holders
- 21 residents' associations and community groups, as representatives of residents
- Watford Town Centre BID
- Economic Development team of Watford Borough Council
- Watford Community Safety Partnership
- Watford & West Herts Chamber of Commerce

All parties were offered the option to contact us should they have any queries or should they require a hard copy of the documents.

The consultation was advertised on our website during this time, with people invited to participate in a survey on the proposed changes.

The survey asked questions on the proposed policy and allowed parties to submit their own comments. We advised that while we will prefer responses to be submitted through the online survey or by email, we would accept any comments in writing.

In total the online survey received more than 80 visitors and 3 responses were received. Two responses were received directly from the responsible authorities.

4. What we know about licence holders

There were 360 premises licence and club premises certificate holders in Watford at the time of consultation. Some licence holders hold more than one licence which is why 326 consultation letters were sent out to premises licence holders. Specific information on the sex or ethnicity of applicants is not collected during the application process. Applicants do not have to live within the Borough, but the premises must be located within the Borough. The application forms are set by the Government as part of national regulations We are required to carry out immigration checks on individual applicants but not record their ethnicity or nationality.

131 of the licence and club premises certificate holders are individuals.

The following parties may apply for a premises licence or club premises certificate, and the provisions for who can apply are set out in the national legislation:

- (a) a person who carries on, or proposes to carry on, a business which involves the use of the premises for the licensable activities to which the application relates,
- (b) a person who makes the application pursuant to—
 - (i) any statutory function discharged by that person which relates to those licensable activities, or
 - (ii) any function discharged by that person by virtue of Her Majesty's prerogative,
- (c) a recognised club,

- (d) a charity,
 - (e) the proprietor of an educational institution,
 - (f) a health service body,
 - (g) a person who is registered under Part 2 of the Care Standards Act 2000 (c. 14) in respect of an independent hospital [F2in Wales],
 - (ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England,]
 - (h) the chief officer of police of a police force in England and Wales,
 - (i) a person of such other description as may be prescribed.
- (2) an individual may not apply for a premises licence unless he is aged 18 or over.
- (2A) An individual who is resident in the United Kingdom may not apply for a premises licence authorising premises to be used for a licensable activity within section 1(1)(a) or (d) unless the individual is entitled to work in the United Kingdom.

The policy does not implement any other criteria for applicants because this would be counter to the legislation.

4. What we know about passengers, residents and visitors to Watford

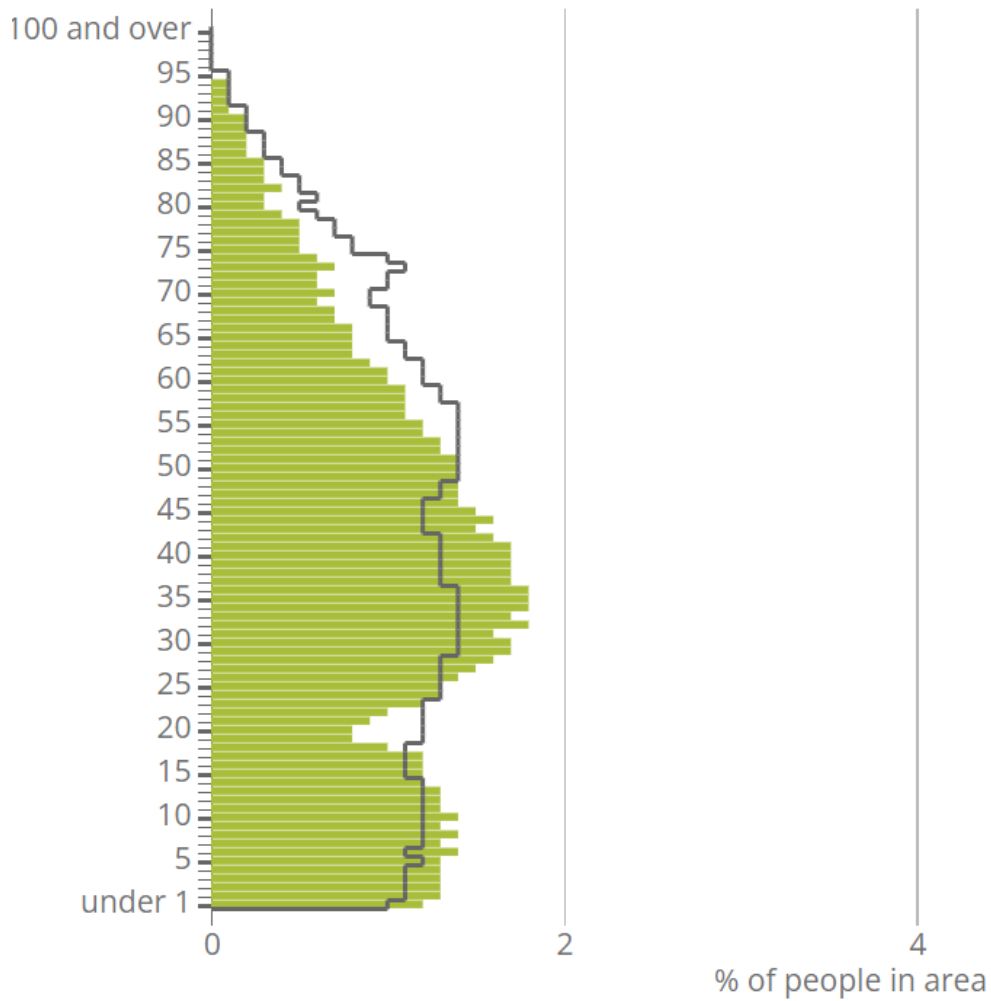
What we know about the Watford population

Population and age

The population of Watford comprises 102,000 residents.

Watford is a town with a growing population. The census data 2021 indicates that Watford has a population of 102,300, an increase of 13.3% since the previous census in 2011. This is higher than the overall increase for England (6.6%), where the population grew by nearly 3.5 million to 56,489,800

The chart below shows Watford's age ranges between 0 – 100 and over in percentage of the population (green) compared with the England / Wales percentages (black line).



Ethnicity data:

- 48.4% identify as White British, White Irish, White Gypsy or Irish Traveller or White Roma
- 12.6% identify as Other White
- 8.0% identify as Pakistani
- 9.7% identify as Indian
- 0.5% identify as Bangladeshi
- 1.4% identify as White and Asian
- 5.3% identify as Other Asian
- 3.9% identify as African
- 1.7% identify as Caribbean
- 1.3% identify as White and Black Caribbean
- 0.7% identify as White and Black African
- 0.8% identify as Other Black
- 1.4% w identify as Other Mixed or Multiple ethnic groups
- 1.0% identify as Chinese
- 0.7% identify as Arab
- 2.8% identify as other ethnic group

Sex

- 50.8% of the Watford population are female

Gender identity

92.36% of residents over 16 have a gender identity the same as birth, 0.68% have a different gender identity, which equates to 247 people. 6.96% of people did not answer

Disability

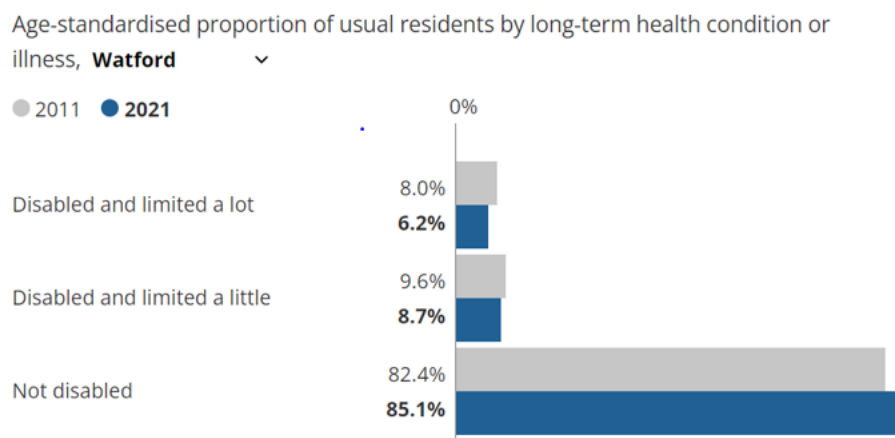
85.1% not disabled under the equality act, 6.2% disabled under the equality act, day to day activities limited **a lot**, 8.7% disabled under the equality act, day to day activities limited **a little**

Health

48.2% in very good health, 34.7% in good health, 12.4% in fair health, 3.6% bad health and 1.0% in very bad health

Disability in Watford

Watford saw the East of England's second-largest percentage-point fall in the proportion of residents who were identified as disabled and limited a little (from 9.6% in 2011 to 8.7% in 2021). proportions.



6. What we know from the consultation feedback?

From the online survey

Of the three people who completed the survey, we know that all three stated that they lived in the Borough, and supplied Watford postcodes.

One respondent stated that they were aged between 25-34, one was 55-64 and the third was 65-74. One respondent stated that they were retired and the other two were employed. All three stated that they spoke English.

No other information relating to the characteristics of the respondents was requested.

Although there was not unanimous support of our proposals, no other alternatives were supplied or suggestions provided as to how we should amend our proposals. In the absence of substantial data upon which to base any amendments to policy, it is suggested to approve the policy as proposed.

7. How will the council ensure equality is promoted through the introduction of this policy?

The council is not in a position where it can proactively affect the profile of licence holders, or objectors against licence applications, but the policy ensures that the process of obtaining a licence is fair and free of discrimination. The policy informs prospective applicants what is expected of them and what specific areas a licensing sub-committee will take into account when determining an application. The policy also informs objectors how their objections will be considered, and again these must be considered in a fair manner, against legal requirements, and free of discrimination.

There are no local barriers to anyone making an application.

It must be noted that the sub-committee may depart from policy when determining an application, although such departures should be explained with detailed reasons upon the conclusion of a hearing.

Information people will need to know about the application process, and the legislation, can be accessed via the council's webpage and this feature provides additional support and help to those with a range of equalities related issues such as those for whom English is not the first language, those with visual impairment or learning difficulties.

The council's website features 'browsealoud' which allows people to:

- translate pages into a range of different languages
- enlarge web pages
- activate voice over for web pages
- simplify web page content

Should an applicant's characteristics make it difficult to use this channel then face-to-face and telephone contact is still possible.

Under the Equality Act 2010, three areas need to be considered when analysing the equality impact of the Corporate Plan:

1. **eliminate** discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
2. **advance** equality of opportunity between people who share a relevant protected characteristic and people who do not share it
3. **foster** good relations between people who share a relevant protected characteristic and people who do not

A. Positive impacts

The council has not identified any positive effects from the analysis of the consultation responses, the makeup of the Borough, and the way that applications are processed and licences issued.

By ensuring that Watford is a borough where alcohol licensing is well regulated the principles also ensure that it is a place where communities can live safely and peacefully together, thus fostering the good relations that are also part of the council's equality duty.

The aim of the licensing policy is to encourage the effective regulation of alcohol, regulated entertainment and late night refreshment. Through this it will help create a safe and attractive environment across the borough for all communities to enjoy. This, therefore, promotes an active and vibrant community which helps meet the council's duty to foster good relations between people who share a protected characteristic and those who do not.

It is also noted that it is a licensing objective to protect children from harm, and this is relevant when considering licensing applications. There were no specific comments received suggesting that the council's current policy and factors to consider with regards to protecting children from harm require change.

B. Negative impacts

The council has not identified any negative impacts from the analysis of the consultation responses, the makeup of the Borough and the way that applications are processed and licences issued. The consultation has not identified any substantial positive or negative impacts from the responses themselves.

6. Overall conclusion

On consideration, the overall conclusion of the EIA is that there is no negative impact on any specific characteristic or group as a result of this Policy.

In the policy, no particular group is given priority over another in relation to implementation of the policy and how any applicant is dealt with. The Act requires that each application is to be assessed on its individual merits, so all groups should be treated equally. All applicants are required to comply with all of the relevant legislation.

In general, it is felt that the policy has a positive effect on all people who live, work or socialise in Watford

.

This EIA has been approved by: Kathryn Robson Director of Performance

Report to: Council

Date of meeting: 17 October 2023

Report author: Head of Finance

Title: Treasury Management Annual Report 2022/23

1.0 Summary

1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2022/23. This report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

1.2 During 2022/23 the minimum reporting requirements were that the full Council should receive the following reports:

- An annual treasury strategy in advance of the year (Council January 2022)
- A mid-year year review (November Audit Committee)
- An annual review following the end of the year describing activity compared to the strategy, (this report)

2.0 Recommendations

2.1 that Council notes the Treasury Management Annual Report 2022/23.

Further information:

Hannah Doney

hannah.doney@watford.gov.uk

Appendices

- Minutes from Audit Committee, 26 July 2023
- Report and appendices presented to Audit Committee, 26 July 2023

Report to Council – 17 October 2023

Report of Audit Committee – 26 July 2023

Audit Committee met on 26 July 2023. The minutes are published on the council's website.

The following members, officers and guests were present at the meeting:

Present: Councillor Hofman (Chair)
Councillors Nembhard, Newstead and Osborn

Also present: Simon Luk, EY

Officers: Head of Finance
HCC Head of Assurance
Fraud Manager
Democratic Services Officer (LM)

Minute 15 from Audit Committee is shown below.

15. Treasury Management Annual Report 2022/23

The Head of Finance introduced the report to the committee, which consisted of the annual review of treasury management activities, covering the whole financial review and back looking at 2022/23. This report was required to be presented to the council, as mandated by the new guidance. She highlighted paragraph 1.2.1, which contained the key actual prudential and treasury indicators, detailing the impact of capital expenditure activities during the year. The external debt had increased to 85 million, rising from 40 million at the end of the previous year. She also directed the committee's attention to paragraph 4.12.4, which emphasised the importance of proactive cash flow management and forecasting.

The Head of Finance addressed a question from Councillor Newstead regarding the significance of returns on cash and whether there was a special rate. She explained that the Council invested with other local authorities through the Debt Management Office and rates had been in excess of 5% even for overnight deposits.

In response to a question from the Chair regarding the increase in the external debt and whether it had been forecasted, the Head of Finance explained that the main reason was due to the central government recovering cash that had been paid to Councils during COVID-19 to cover the reduced business rates relief. The overpayment amounted to £21 million. This had reduced the

Council's cash balances and therefore the amount of internal borrowing it was able to carry.

The Head of Finance provided a forecast for Watford Borough Council at the request of the Chair. The interest rate forecast was crucial in considering external borrowing, especially for short-term borrowing. Refinancing some of the short-term borrowing within the next 12 to 24 months was necessary. The team worked hard on the cash flow forecast to avoid financing borrowing at the peak of the interest rate. There was hope that interest rates had peaked and might start to decrease, depending on inflation, shortly. The preferred option for borrowing over a year was from PWLB (Public Works Loan Board). Monitoring the timing and any potential additional borrowing during 23/24 was essential to assess its impact on the interest payable budget. While higher interest costs were expected, the team hoped that additional interest earned on overnight cash advances would offset it. Overall, the treasury strategy remained unchanged, but there was a greater emphasis on cash flow management.

RESOLVED –

that the report be noted.

Part A

Report to: **Audit Committee**

Date of meeting: **Wednesday, 26 July 2023**

Report author: **Head of Finance**

Title: **Treasury Management Annual Report 2022/23**

1.0 **Summary**

1.1 **Purpose of the report**

1.1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2022/23. This report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

1.1.2 During 2022/23 the minimum reporting requirements were that the full Council should receive the following reports:

- An annual treasury strategy in advance of the year (Council January 2022)
- A mid-year year review (November Audit Committee)
- An annual review following the end of the year describing activity compared to the strategy, (this report)

1.1.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report provides details of the year end position for treasury activities and highlights compliance with the Council's policies previously approved by members.

1.1.4 This Council confirms that it has complied with the requirement under the Code to give scrutiny to all of the above treasury management reports by the Audit Committee. Following scrutiny by the Audit Committee, the report will be presented to Full Council in October.

1.2 **Key Prudential and Treasury Indicators**

1.2.1 During 2022/23, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the

impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators	31.3.22 Actual £m	2022/23 Original Budget £m	31.3.23 Actual £m
Capital Financing Requirement in relation to Capital expenditure	81.632	162.423	85.033
Capital Financing Requirement in relation to Finance Lease Liability	228.994	225.046	225.046
Total Capital Financing Requirement	310.626	387.469	310.079
Gross borrowing	281.942	334.626	308.994
External debt	49.000		80.000
Investments	144.773		110.454
Net borrowing / (Investments)	(95.773)		(30.454)

2.0 Risks

2.1 The Code of Practice on Treasury Management identifies eight key risks that are inherent in Treasury Management activity. The Council's Treasury Management Policy sets out the risks that it is seeking to manage:

1.	Liquidity Risk	That the Council may not have the cash it needs on a day to day basis to pay its bills.	This risk is managed through forecasting and the retention by the Council of an adequate working capital balance. In addition, through the Public Works Loan Board and other organisations, the Council is able to access short term borrowing, usually within 24 hours.
2.	Interest Rate Risk	That the costs and benefits expected do not materialise due to changes in interest rates.	This risk is managed through the placing of different types and maturities of investments, the forecasting and monitoring of the interest budget (with assistance from the Council's retained advisors).
3.	Exchange Rate Risk	That losses or gains are made due to fluctuations in the prices of currency.	The Council does not engage in any significant non-sterling transactions.

4.	Credit and Counterparty Risk	That the entity holding Council funds is unable to repay them when due.	This risk is managed through the maintenance of a list of authorised counterparties, with separate limits to ensure that the exposure to this risk is limited.
5.	Refinancing Risk	That the loans taken by the Council will become due for repayment and need replacing at a time when there is limited finance available or interest rates are significantly higher.	The timing of loan maturities is monitored along with interest rate forecasts. Officers ensure that due dates are monitored and seek advice from the Council's advisors about when to raise any finance needed.
6.	Legal and Regulatory Risk	That the Council operates outside its legal powers.	This risk is managed through the Council's training and development of Officers involved in Treasury Management, the independent oversight of Internal and External Audit, and the advice (for example on the contents of this strategy) taken from the Council's Treasury advisors.
7.	Fraud, Error and Corruption	The risk that losses will be caused by impropriety or incompetence.	This risk is managed through the controls in the Council's financial procedures. For example, the segregation of duties between those making investment decisions and those transferring funds
8.	Market Risk	That the price of investments held fluctuates, principally in secondary markets.	The majority of the Council's investments are not traded, but where they are (e.g. Property investment portfolio) the main investments' value comes from the income they generate which is generally long term and secure. The Council's investment in Royal London Asset Management, relating to the Croxley Park reserve, is held for the long term which enables the Council to reduce the risk of needing to divest when prices fall.

3.0 **Recommendations**

- 3.1 That the Committee notes the Treasury Management Annual Report.

Further information:

Robert Thurlow

Robert.Thurlow@threerivers.gov.uk

Report approved by:

Hannah Doney, Head of Finance

4.0 **Detailed proposal**

- 4.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as: “the management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 4.2 The Council’s 2022/23 Treasury Management Policy, as approved by Council on 25 January 2022, has the primary objectives of safeguarding the repayment of the principal and interest of its investments on time, and then ensuring adequate liquidity, with the investment return being the final objective.
- 4.3 This report provides the Committee with an overview of Treasury Management performance for 2022/23 including the actual prudential and treasury indicators as prescribed by the Prudential Code for Capital Finance (revised 2021) and the Treasury Management Code of Practice (revised 2021).
- 4.4 The Council has appointed treasury advisors to assist with our treasury management, Link Treasury Services Ltd, part of Link Group.
- 4.5 The economic environment has a significant impact on treasury management activity and performance. Information on interest rates for investments and borrowing is contained in the main body of the report. In addition, a commentary on wider economic performance during 2022/23 has been provided by Link Group and is at Appendix 1 to this report.
- ### 4.6 **The Council’s Capital Expenditure and Financing**
- 4.6.1 The Council’s capital expenditure plans are one of the key drivers of treasury management activity. The outputs of the capital expenditure plans are reflected in prudential indicators, which are designed to assist members’ overview and confirm capital expenditure plans.

4.6.2 The Council undertakes capital expenditure on long term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council’s borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

4.6.3 The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	2021/22 Actual £m	2022/23 Original Budget £m	2022/23 Actual £m
Capital Expenditure	30.532	79.210	33.356
Financed in Year	(4.504)	(14.828)	(10.775)
Unfinanced Capital Expenditure	26.028	64.382	22.581

4.7 The Council’s Overall Borrowing Need

4.7.1 The Council’s underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council’s indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2022/23 unfinanced capital expenditure (see above table), and prior years’ net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

4.7.2 Part of the Council’s treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council’s cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLb], or the money markets), or utilising temporary cash resources within the Council.

4.7.3 The Council’s underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet

capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

4.7.4 The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

4.7.5 The Council's 2022/23 MRP Policy, (as required by DLUHC Guidance), was approved as part of the Treasury Management Strategy Report for 2022/23 on 25 January 2022.

4.7.6 The Council's CFR for the year is shown below and represents a key prudential indicator. The CFR must include finance leases on the balance sheet, which increase the Council's borrowing need. No external borrowing is required against these schemes as a borrowing facility is included within the contract. The Council's investment in Croxley Business Park is a finance lease.

Capital Financing Requirement	2021/22	2022/23	2022/23
	Actual	Original Budget	Actual
	£m	£m	£m
Opening CFR relating to Capital programme	56.434	98.970	81.632
Add unfinanced Capital Expenditure (as above)	26.028	65.632	22.581
Less MRP	(0.830)	(0.179)	(1.243)
Less repayment of capital loans	0.000	(2.000)	(17.937)
Closing CFR relating to Capital programme	81.632	162.423	85.033
Opening CFR relating to Finance Lease	232.942	228.994	228.994
MRP on Finance Lease	(3.948)	(3.948)	(3.948)
Closing CFR relating to Finance Lease	228.994	225.046	225.046
Total Opening CFR	289.376	327.964	310.626
Total Closing CFR	310.626	387.469	310.079
Movement in the CFR	21.250	59.505	(0.547)

Note 1: The CFR may be subject to revision following the completion of the 2020/21 and 2021/22 audits.

Note 2: The CFR in relation to Croxley Park is not equal to the finance lease liability held on the Council's balance sheet as the Council has opted to charge MRP over the useful economic life of the asset (60 years) rather than the length of the lease (40 years).

4.8 Limits to Borrowing Activity

4.8.1 Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

4.8.2 in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2022/23) plus the estimates of any additional capital financing requirement for the current (2023/24) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2022/23. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	2021/22 Actual £m	2022/23 Original Budget £m	2022/23 Actual £m
Gross borrowing position	277.994	334.626	305.046
CFR	310.626	387.469	310.079
Under funding of CFR (internal borrowing)	32.632	52.843	5.033

4.8.3 The **authorised limit** is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2022/23 the Council has maintained gross borrowing within its authorised limit.

4.8.4 The **operational boundary** is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

4.8.5 **Actual financing costs as a proportion of net revenue stream** - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

2022/23	Capital Investment	Finance Lease	Total
Authorised limit	£170.000m	£231.000m	£401.000m
Maximum gross borrowing position during the year	£80.000m	£228.994m	£308.994m
Operational boundary	£165.000m	£226.000m	£391.000m
Average gross borrowing position	£62.081m	£227.020m	£289.101m
Financing costs as a proportion of net revenue stream (net income)	-4.66%	-12.53%	-17.20%

4.8.6 External borrowing is well below the operational boundary for external debt predominantly due to re-phasing of the capital programme during the year. The difference between the CFR and external borrowing is met by internal borrowing. This is the use of cash balances (arising from working capital, earmarked reserves and general balances) to finance the expenditure on a short term basis.

4.9 Treasury Position as at 31 March 2023

4.9.1 The Council's treasury management debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2022/23 the Council's treasury position (excluding borrowing by finance leases and non treasury investments) was as follows:

Debt Portfolio	31.3.22 Principal	Rate/ Return	Average Life years	31.3.23 Principal	Rate/ Return	Average Life years
Fixed rate financing:						
PWLB	-	-	-	£15.000m	4.02%	0.45
Local Authorities	£49.000m	0.38%	0.65	£65.000m	2.26%	3.76
Total debt	£49.000m	0.38%	0.65	£80.000m	2.59%	1.23
CFR	£81.632m			£85.033m		
Over / (under) borrowing	£32.632m			£5.033m		
Total investments	£144.773m			£110.454m		
Net debt / (Investments)	(£95.773m)			(£30.454m)		

The maturity structure of the debt portfolio was as follows:

	31.3.22 Actual £m	2022/23 original upper limits %	31.3.23 Actual £m	31.3.23 Actual %
Under 12 months	44.000	100.0%	65.000	81.2%
12 months and within 24 months	5.000	100.0%	-	0.0%
24 months and within 5 years	-	100.0%	7.500	9.4%
5 years and within 10 years	-	50.0%	7.500	9.4%

Investment Portfolio	31.3.22	31.3.22	31.3.23	31.3.23
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	Actual £m	Actual %	Actual £m	Actual %
Treasury investments				
Banks	6.048	4.18%	3.934	3.56%
Local and Police authorities	0.000	0.00%	9.000	8.15%
DMADF (H M Treasury)	40.500	27.97%	13.500	12.22%
Total managed in house	46.548	32.15%	26.434	23.93%
Short Term Fixed Income	2.996	2.07%	7.612	6.89%
Diversified Fund	90.115	62.25%	30.758	27.85%
Managed Growth	5.114	3.53%	45.650	41.33%
Total managed externally	98.225	67.85%	84.020	76.07%
Total Treasury Investments	144.773	100.00%	110.454	100.00%
Non-Treasury investments				
Loans to Joint Ventures	33.952	93.40%	27.079	91.91%
Other Long Term Loans	2.375	6.50%	2.362	8.02%
Municipal Bonds Agency	0.020	0.10%	0.020	0.07%
Total Non-Treasury Investments	36.347	100.00%	29.461	100.00%
Treasury investments	144.773	79.93%	110.454	78.94%
Non-Treasury investments	26.097	20.07%	29.461	21.06%
Total of All Investments	170.870	100.00%	139.915	100.00%

The maturity structure of the treasury investment portfolio was as follows:

	31.3.22 Actual £m	2022/23 Maximum £m	31.3.23 Actual £m
Longer than 1 year	95.229	125.000	76.408
Up to 1 year	49.544	n/a	34.046
Total	144.773		110.454

Note: The Diversified Fund and Managed Growth Fund are treated as short term investments for accounting purposes but regarded as long term investments for treasury management purposes as these investments are intended to be held over a period in excess of one year.

- 4.9.2 The Council also has commercial investments in property which are governed by the Investment Guidance issued by the Department for Levelling Up, Housing and Communities. The performance of the Property Investment Portfolio is overseen by the Property Investment Board and is monitored by the Council's Finance Scrutiny Committee. As such, it is not included in this report.

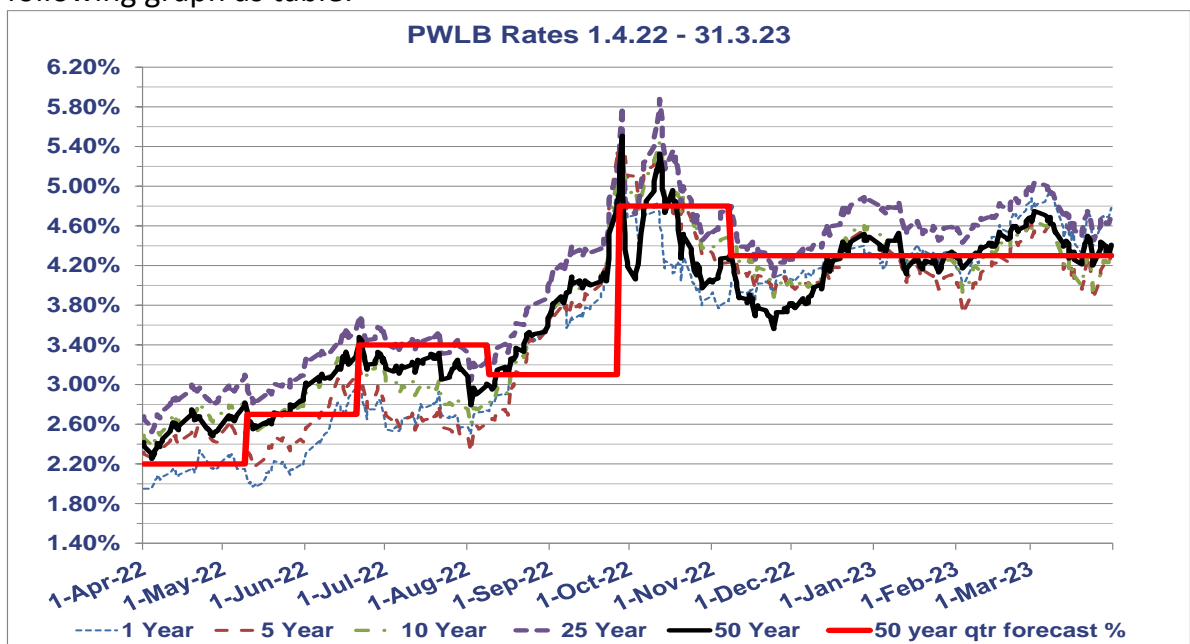
4.10 The Strategy for 2022/23 – Borrowing

4.10.1 When the Capital Strategy and Treasury Management Policy was set in January 2022, interest rate forecasts indicated gradual increases in short, medium and longer-term fixed borrowing rates during 2022/23 with considerable savings to be made by borrowing at the short end of the market.

4.10.2 The forecast provided by Link Group in December 2021 is shown in the following table:

Link Group Interest Rate View		20.12.21													
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25	
3 month ave earnings	0.20	0.30	0.50	0.50	0.60	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00	
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.00	1.10	1.10	1.10	1.10	1.10	
12 month ave earnings	0.70	0.70	0.70	0.70	0.80	0.90	1.00	1.10	1.10	1.20	1.20	1.20	1.20	1.20	
5 yr PWLB	1.40	1.50	1.50	1.60	1.60	1.70	1.80	1.80	1.80	1.90	1.90	1.90	2.00	2.00	
10 yr PWLB	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10	2.20	2.30	
25 yr PWLB	1.80	1.90	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.50	2.50	
50 yr PWLB	1.50	1.70	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.20	2.20	2.30	2.30	

4.10.3 This contrasts sharply with actual PWLB rates during the year as shown in the following graph as table:



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	1.95%	2.18%	2.36%	2.52%	2.25%
Date	01/04/2022	13/05/2022	04/04/2022	04/04/2022	04/04/2022
High	5.11%	5.44%	5.45%	5.88%	5.51%
Date	28/09/2022	28/09/2022	12/10/2022	12/10/2022	28/09/2022
Average	3.57%	3.62%	3.76%	4.07%	3.74%
Spread	3.16%	3.26%	3.09%	3.36%	3.26%

- 4.10.4 During 2022/23, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were initially low and minimising counterparty risk on placing investments also needed to be considered.
- 4.10.5 A cost of carry generally remained in place during the year on any new long-term borrowing that was not immediately used to finance capital expenditure, as it would have caused a temporary increase in cash balances; this would have incurred a revenue cost – the difference between (higher) borrowing costs and (lower) investment returns. As the cost of carry dissipated, the Council sought to avoid taking on long-term borrowing at elevated levels (>4%) and has focused on a policy of internal and temporary borrowing, supplemented by short-dated borrowing (<3 years) as appropriate.
- 4.10.6 The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this has been kept under review to avoid incurring higher borrowing costs in the future when it may not be possible to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.
- 4.10.7 Against this background and the risks within the economic forecast, the Council undertook longer term borrowing from the PWLB during the year to reduce the exposure to future interest rate and refinancing risk.

4.11 Borrowing Activity

- 4.11.1 During the year loans were drawn to fund the net unfinanced capital expenditure (£31.000m) and naturally maturing debt (£39.000m). The loans drawn were:

Lender	Principal	Type	Weighted Average Interest Rate	Weighted Average Maturity
PWLB	£15.000m	Fixed interest rate	4.02%	3.76 years
Local Authorities	£55.000m	Fixed interest rate	2.63%	0.44 years

- 4.11.2 The Council's total debt at 31 March 2023 was £80.000m. The Weighted Average Maturity (WAM) of the total debt portfolio is 447 days (237 days at 31 March 2022).

- 4.11.3 The weighted average interest rate payable on loans outstanding at 31 March 2023 was 2.59% compared to 0.40% on loans maturing in year. This reflects both the changing interest rate environment and the increase in WAM.
- 4.11.4 Total interest payable for the year was £0.806m. The latest budget for 2022/23 set by Council in January 2023 included an increase of £0.150m for expected pressures on borrowing costs. Higher than expected cash balances led to a delay in the timing of refinancing borrowing and increased interest receivable over the last three months of the year leading to a net underspend of £0.211m against the revised budget.
- 4.11.5 The Council has not borrowed more than, or in advance of its needs, purely to profit from the investment of the extra sums borrowed.

4.12 The Strategy for 2022/23 – Investments

- 4.12.1 In accordance with the CIPFA Prudential Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite.
- 4.12.2 During the year, investment returns increased as central banks attempted to address persistent high inflation with tighter monetary policy, recognising that the inflationary increases seen at the end of 2021/22 were not transitory and had not peaked. The Bank of England base rate was 0.75% on 1 April and moved up in stepped increases of either 0.25% or 0.5% throughout 2022/23, reaching 4.25% by the end of the financial year.
- 4.12.3 This has led to a rebalancing of the investment landscape with short term cash deposits and other Specified Investments (investments of less than a year in duration) becoming an attractive asset class when compared to bonds, equity, and property.
- 4.12.4 This has placed greater emphasis on proactive cashflow management and forecasting, as, for the first time in over a decade, cash balances (even relatively low values held for daily liquidity) are able to generate a significant contribution to the revenue budget through interest received.

4.13 Investment Activity

- 4.13.1 The Council's investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by the Council on 25 January 2022.
- 4.13.2 This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies,

supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

4.13.3 Credit rating information is supplied by our treasury consultants, Link Group, on all counterparties that comply with the Council’s criteria. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing.

4.13.4 There were no changes to the Council’s counter party list during the year.

4.13.5 The policy also set out the following liquidity facilities/benchmarks to maintain:

- Authorised bank overdraft of £nil.
- Liquid short term deposits of at least £1.000m available with a week’s notice.

4.13.6 The liquidity arrangements were adequate during the year.

4.13.7 The investment activity during the year conformed to the approved strategy with one exception:

- A technical breach of the approved counterparty limit with the Council’s own bank, Lloyds Bank Plc for a period of one night in December following the repayment of a loan from Hart Homes (Watford) Development LLP after the daily dealing had been completed. Officers were not notified by Watford Community Housing that the monies would be repaid until after the transaction had been processed.

4.13.8 The Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources	31.3.22 £m	31.3.23 £m
General Balances	2.000	2.000
Earmarked reserves	36.660	31.129
Provisions	10.058	16.854
Usable capital receipts	0.642	9.593
Total	49.360	59.576

Note: Values are taken from the unaudited 2022/23 draft Statement of Accounts and maybe subject to change following the conclusion of the external audit.

4.13.9 Investments held by the Council:

- The Council maintained an average balance of £21.468m of internally managed funds.

- The internally managed funds earned an average rate of return of 2.52%.
- The comparable performance indicator is the average 7 day Sterling Overnight Index Average (SONIA) rate, which was 2.23%.
- Total investment income from internally managed funds was £0.509m.
- Interest on loans to the Council’s joint ventures was £1.678m

4.13.10 The Council keeps all internally managed treasury investments short term. There are no sums invested for greater than 364 days.

4.13.11 Investments held by fund managers:

The Council uses three funds managed by Royal London Asset Management (RLAM) to invest its cash balances in relation to the Croxley Business Park Reserves. The performance of the managers against the benchmark return was:

Fund	Investments Held at 31 March 2023	Annualised Return*	Annualised Benchmark
Short Term Fixed Income	£7.612m	2.13%	2.26%
Sustainable Diversified (Equity)	£30.758m	-6.07%	-5.07%
Sustainable Managed Growth (Fixed Income)	£45.650m	-8.38%	5.97%
Total	£84.020m	-6.60%	-4.90%

*Annualised return is shown net of fees

4.13.12 These investments are held with a long-term view and performance is assessed over medium term horizon of three to five years.

5.0 Implications

5.1 Financial

5.1.1 The Shared Director of Finance comments that this report provides formal assurance on the Council’s compliance with its Treasury Management Strategy during the year. The Shared Director of Finance also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached. The financial implications are set out in the main body of the report and the impact of interest rates on investment income and borrowing costs have been reported through the financial monitoring report during the year.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that there are no legal implications arising from this report.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
- foster good relations between persons who share relevant protected characteristics and persons who do not share them.

Having had regard to the council's obligations under s149, it is considered that there are no equalities or human rights implications.

5.4 **Staffing**

5.4.1 There are no staffing implications arising from this report.

5.5 **Accommodation**

5.5.1 There are no accommodation implications arising from this report.

5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no community safety/crime and disorder implications arising from this report.

5.7 **Sustainability**

5.7.1 There are no sustainability implications arising from this report.

Appendices

Appendix 1 – Economic Commentary (provided by Link Group)

Appendix 2 - Commentary on Gilt Yields and PWLB Borrowing Rates (Provided by Link Group)

Background papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

- Capital Strategy and Treasury Management Strategy 2022/23 (published as part of the 2022/23 Budget)

Economic Commentary (Provided by Link Group)

The Economy and Interest Rates

UK. Economy.

Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, it is no surprise that UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022/23.

Market commentators' misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps in 2022. The table below provides a snapshot of the conundrum facing central banks: inflation is elevated but labour markets are extra-ordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

	UK	Eurozone	US
Bank Rate	4.25%	3%	4.75%-5%
GDP	0.1%q/q Q4 (4.1%y/y)	+0.1%q/q Q4 (1.9%y/y)	2.6% Q4 Annualised
Inflation	10.4%y/y (Feb)	6.9%y/y (Mar)	6.0%y/y (Feb)
Unemployment Rate	3.7% (Jan)	6.6% (Feb)	3.6% (Feb)

Q2 of 2022 saw UK GDP deliver growth of +0.1% q/q, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen's passing. Q4 GDP was positive at 0.1% q/q. Most recently, January saw a 0.3% m/m increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% q/q rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.

Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.

The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, and this despite a net migration increase of c500k. The fact remains, however, that with many economic participants registered as long-term sick, the UK labour force shrunk by c500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% y/y in February 2023) and energy that have endured since Russia's invasion of Ukraine on 22 February 2022.

Bank Rate increased steadily throughout 2022/23, starting at 0.75% and finishing at 4.25%.

In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for a tumultuous seven weeks that ran through September and October. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi

Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of the 17th of November gave rise to a net £55bn fiscal tightening, although much of the “heavy lifting” has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have reversed the increases seen under the previous tenants of No10/11 Downing Street, although they remain elevated in line with developed economies generally.

As noted above, GDP has been tepid throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, EZ and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). Whether that means a shallow recession, or worse, will be avoided is still unclear. Ultimately, the MPC will want to see material evidence of a reduction in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the ILO unemployment rate unchanged at 3.7% in January. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.

Our economic analysts, Capital Economics, expect real GDP to contract by around 0.2% q/q in Q1 and forecast a recession this year involving a 1.0% peak-to-trough fall in real GDP.

The £ has remained resilient of late, recovering from a record low of \$1.035, on the Monday following the Truss government’s “fiscal event”, to \$1.23. Notwithstanding the £’s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20th February, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March. The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. That’s despite UK banks having been less exposed and equity prices in the UK’s financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

USA. The flurry of comments from Fed officials over recent months suggest there is still an underlying hawkish theme to their outlook for interest rates. Markets are pricing in a further interest rate increases of 25-50bps, on top of the current interest rate range of 4.75% - 5%.

In addition, the Fed is expected to continue to run down its balance sheet once the on-going concerns about some elements of niche banking provision are in the rear-view mirror.

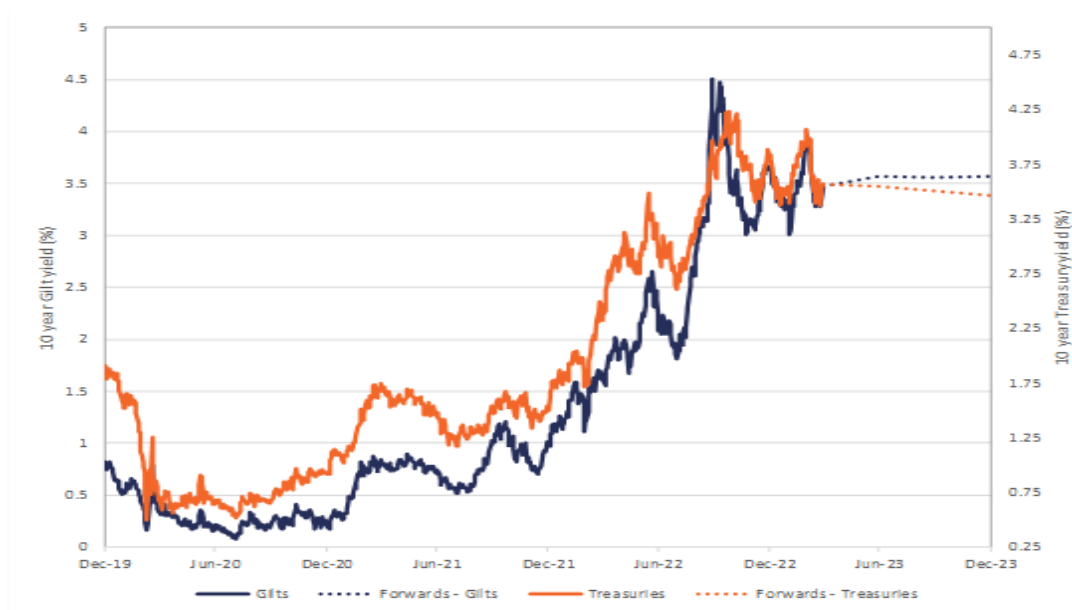
As for inflation, it is currently at c6% but with the economy expected to weaken during 2023, and wage data already falling back, there is the prospect that should the economy slide into a recession of any kind there will be scope for rates to be cut at the backend of 2023 or shortly after.

EU. Although the Euro-zone inflation rate has fallen below 7%, the ECB will still be mindful that it has further work to do to dampen inflation expectations and it seems destined to raise rates to 4% in order to do so. Like the UK, growth has remained more robust than anticipated but a recession in 2023 is still seen as likely by most commentators.

Commentary on Gilt Yields and PWLB Borrowing Rates (Provided by Link Group)

PWLB rates are based on gilt (UK Government bonds) yields through HM Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. Indeed, in recent years many bond yields up to 10 years in the Eurozone turned negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10-year yields have fallen below shorter-term yields. In the past, this has been a precursor of a recession.

However, since early 2022, yields have risen dramatically in all the major developed economies, first as economies opened post-Covid; then because of the inflationary impact of the war in Ukraine in respect of the supply side of many goods. In particular, rising cost pressures emanating from shortages of energy and some food categories have been central to inflation rising rapidly. Furthermore, at present the FOMC, ECB and Bank of England are all being challenged by persistent inflation that is exacerbated by very tight labour markets and high wage increases relative to what central banks believe to be sustainable.



Gilt yields have been on a continual rise since the start of 2021, peaking in the autumn of 2022. Currently, yields are broadly range bound between 3% and 4.25%.

At the close of the day on 31 March 2023, all gilt yields from 1 to 50 years were between 3.64% and 4.18%, with the 1 year being the highest and 6-7.5 years being the lowest yield.

Regarding PWLB borrowing rates, the various margins attributed to their pricing are as follows: -

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

There is likely to be a fall in gilt yields and PWLB rates across the whole curve over the next one to two years as Bank Rate first rises to dampen inflationary pressures and a tight labour market, and is then cut as the economy slows, unemployment rises, and inflation (on the Consumer Price Index measure) moves closer to the Bank of England's 2% target.

As a general rule, short-dated gilt yields will reflect expected movements in Bank Rate, whilst medium to long-dated yields are driven primarily by the inflation outlook.

The Bank of England is also embarking on a process of Quantitative Tightening, but the scale and pace of this has already been affected by the Truss/Kwarteng "fiscal experiment" in the autumn of 2022 and more recently by the financial market unease with some US (e.g., Silicon Valley Bank) and European banks (e.g., Credit Suisse). The gradual reduction of the Bank's original £895bn stock of gilt and corporate bonds will be sold back into the market over several years. The impact this policy will have on the market pricing of gilts, while issuance is markedly increasing, is an unknown at the time of writing.

Agenda Item 13

Report to Council – 17 October 2023

Report of Cabinet – 2 October 2023

Cabinet met on 2 October 2023. The minutes are published on the council's website.

The following members and officers were present at the meeting:

Present: Mayor Taylor (Chair)
Councillor Dychton (Deputy Mayor and Portfolio Holder for Community)
Councillor Pattinson (Portfolio Holder for Housing and Wellbeing)
Councillor Rodrigues (Portfolio Holder for Neighbourhood Services)
Councillor G Saffery (Portfolio Holder for Planning)
Councillor Stotesbury (Portfolio Holder for Transport and Sustainability)
Councillor Watkin (Portfolio Holder for Property and Resources)
Councillor Williams (Portfolio Holder for Neighbourhood Services)

Officers: Chief Executive
Head of Finance
Director of Performance
Group Head of Democracy and Governance
Spatial Planning Manager
Democratic Services Manager

Minute 29 included recommendations for Council.

29. Annual Review of Fees and Charges

Cabinet received a report of the Head of Finance which set out the draft Charging Policy for 2024/25, which would be forwarded to Council for adoption, and the proposed changes to the council's schedule of fees and charges.

The Mayor commented on the challenging situation for all councils given the rates of inflation, increasing costs and rising wage bills; noting several councils had declared themselves bankrupt. He stressed that it was important that this subject was looked at carefully, including the council's income and expenditure.

Councillor Watkin reiterated the Mayor's comments on the difficulties many councils were facing, including Watford, which, like other councils, was facing a shortfall in its funding, rising inflation and increasing demand on services.

During his time on the council, he had never witnessed the challenges the council was currently facing. For the current financial year, the council was facing an increase of £3 million in budget expenditure. The council had to respond to the situation as soon as and as effectively as possible. The council was therefore proposing a new schedule of fees and charges which would largely come into force from January 2024. Some fees and charges would be delegated to the Executive Director of Place and others incorporated into the upcoming budget proposals. The primary reason for the increase was due to the rise and state of inflation, as measured by the Consumer Price Index.

Councillor Watkin advised members that the charging policy included different categories that could be applied to fees and charges. The main three were:

- Recovery of some of the costs for the service, subsidised; usually applied to services the council felt were important to the local community.
- Full cost recovery, for example licensing and garden waste collection.
- Statutory charges, set by central government. The government had recently consulted on these and was expected to propose a 35% annual increase this year followed by an annual increase equivalent to the Consumer Price Index.

Councillor Watkin noted that the council was sympathetic to anyone struggling to pay the charges and within the report an explanation of concessions was provided and who would be eligible.

Councillor Watkin commended the recommendations to Cabinet for approval at Council.

The Mayor thanked Councillor Watkin and the officers for their work in preparing the information for the meeting. He noted that Councillor Khan, the Chair of Finance Scrutiny Committee, was unable to attend Cabinet to provide feedback from scrutiny. He asked the Head of Finance if she was able to provide some details of the discussions that had taken place.

The Head of Finance informed Cabinet that the scrutiny committee had discussed the principles of how the council set its charges and the timing of the current proposals. Members had also discussed the need to review the charges in light of inflation.

The Mayor thanked the officer for her overview of the scrutiny discussion. He added that it had been expected that inflation would fall more rapidly than it had. He was aware that officers had discussed in detail the fees and charges

with their Portfolio Holder. He invited Cabinet to vote on the recommendations.

RESOLVED –

1. that the draft Charging Policy and proposed fees and charges be recommended to Council for approval on 17 October.
2. that, in respect of Market licence fees, delegated authority to set the fees, be granted to the Executive Director of Place, in consultation with the Portfolio Holder.

Report to Council – 17 October 2023

Report of Finance Scrutiny Committee – 12 September 2023

Finance Scrutiny Committee met on 12 September 2023. The minutes are published on the council's website.

The following members and officers were present at the meeting:

Present: Councillor Khan (Chair)
Councillors Kloss (Vice-Chair),
Councillors, Martins, Rodrigues, Walford, Wenham and Watling

Also present: Councillor Watkin (Portfolio Holder for Property, Resources and Customer Services)

Officers: Head of Finance
Democratic Services Officer (IS)

Minute 13 included recommendations to Cabinet and Council.

13. Annual Review of Fees and Charges

The committee received a presentation by the Head of Finance. The reasoning behind raising some fees and charges from 1 January 2024 was explained as being necessary to meet increased costs. Several exceptions were detailed such as:

- Garden waste collection – annual subscription runs from September to August.
- Leisure – SLM set these charges and there were contracts in place, so these would change later in the year.
- Hackney and Private Hire – fell under the remit of Licensing.
- Market Traders – outside of this.
- Planning fees – fell under central government legislation but would be reviewed in the autumn.

In response to a question about the issue of two increases in the same twelve-month period, the Head of Finance explained that these proposed changes would be fully debated at Council in October. It was also pointed out that many of these charges were purchased as a one-off, so a customer would not see two price increases. Members of the public were also used to seeing prices change regularly, so this would not be seen as unusual.

The Head of Finance also explained that whether future years would see fees and charges being reviewed in January, had yet to be determined.

There followed a discussion about the rephrasing of the charges where some of the committee members were unhappy with the changes and others saw the reasoning and agreed with it. There was clear concern that the estimated additional income of £30,000 for 2023/24 as a result of raising charges on 1 January rather than 1 April was only small compared with the £1.4 million gap in the budget.

In response to a question about bulky waste charging, the contract fee was approximately half of the cost to make the collection. This was subsidised. There could be a risk that charging the full cost of collection would increase fly tipping.

The point was made that every subsidised service was every member of the community paying for a small number to benefit from the service.

The Chair expressed his disquiet at the earlier increase in January 2024, citing parking increases and burial cost increases as being of particular concern and asked that this was minuted.

RESOLVED –

1. that the Finance Scrutiny Committee has considered the draft Charging Policy for 2024/25 at Appendix 1 and provided comments to Cabinet and Council.
2. that the Finance Scrutiny Committee has considered the proposed Fees and Charges for introduction from 1 January 2024 and 1 September 2024 and provided comments to Cabinet and Council.

Part A

Report to: Cabinet

Date of meeting: Monday, 2 October 2023

Report author: Head of Finance

Title: Annual Review of Fees and Charges

1.0 Summary

1.1 This report sets out the draft Charging Policy for 2024/25 to be adopted by Council and proposed changes to the Council's schedule of fees and charges.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Fees and Charges do not reflect cost of providing services	A subsidy / greater subsidy is created for the end user receiving the service.	Fees and Charges are reviewed at least annually to ensure that they remain at an appropriate level.	Treat	4
Income budgets do not reflect income levels	A variation to budget to budget is reported resulting in a budget pressure which must be met through in year savings or from reserves.	Income budgets are reviewed annually as part of the budget planning process and budgets are amended to reflect expected income levels based on charges and forecast activity / demand.	Treat	4

3.0 **Recommendations**

3.1 Cabinet is recommended to:

3.2 Recommend the draft Charging Policy and proposed Fees and Charges to Council for approval on 17 October.

3.3 In respect of Market licence fees, to delegate authority to set the fees to the Executive Director of Place, in consultation with the Portfolio holder.

Further information:

Hannah Doney

hannah.doney@threerivers.gov.uk

Report approved by: Alison Scott, Shared Director of Finance

4.0 **Detailed proposal**

4.1 The Council agrees an annual Charging Policy which sets out the approach taken for setting fees and charges for Council services. This includes the different charging strategies that can be applied, service manager responsibilities and the approach to concessions. The draft policy for 2024/25 is set out at Appendix 1.

4.2 The Charging Policy requires service managers to review and vary fees and charges at least annually for services under their control, after consultation with the relevant Portfolio Holder.

4.3 This review is usually undertaken during the Autumn with fees and charges agreed as part of the budget in January. However, the inflationary environment means that it is prudent for this review to be undertaken sooner to ensure that fees and charges remain aligned to the cost of delivering services. In undertaking the review, service managers have taken into account that the Consumer Price Index (CPI) was 8.7% in April 2023.

4.4 It is proposed to adopt new fees and charges for the majority of services from 1 January 2024. These are set out in Appendix 2. The exceptions to this are set out in the following paragraphs.

4.5 It is proposed to increase the fees for Allotments from 1 April 2024, in line with provisions set out in tenancy agreements. The charges are set out in Appendix 3.

4.6 The service year for Garden Waste collection service subscription runs from 1 September to 31 August. Therefore, the revised charges for Garden Waste will apply for the period 1 September 2024 to August 2025. These charges are set out in Appendix 4.

- 4.7 The schedule of fees and charges for the Council’s leisure services operated by SLM are set by the provider within parameters set out in the leisure services management contract. Updates to these fees and charges will be provided by SLM ahead of the new financial year (1 April 2024).
- 4.8 Fees and charges in relation to hackney carriage and private hire vehicle licencing fall within the remit of the Council’s licencing committee. These charges will be reviewed during the autumn and considered by the Committee in January 2024 with any amendments recommended to Council in January alongside the budget.
- 4.9 The setting of licence fees for Market traders sits outside the fees and charges schedule. Cabinet will be recommended to delegate authority to set the licence fees to the Executive Director of Place, in consultation with the Portfolio holder. This will provide greater flexibility to enable the Council to respond to changes in the economic climate.
- 4.10 The Council does not have discretion over all fees and charges as some are set out by central government in legislation to ensure consistency across the country. This includes Planning fees. The government has recently consulted on a range of proposals which would see these statutory fees increase by up to 35% and then be increased annually from 1 April by CPI. The legislation is expected to pass through parliament in the Autumn with fees increasing from 1 April 2024 at the latest. As these fees are prescribed in law, Council is not required to approve the adoption of these fees and they will be implemented in accordance with the legislation.
- 5.0 **Implications**
- 5.1 **Financial**
- 5.1.1 The Shared Director of Finance comments that the proposed increases to fees and charges, combined with estimates of activity, are expected to generate additional income of around £0.240m in 2024/25. This will be factored into the proposed budget for 2024/25 which will be considered by Council in January 2024.
- 5.1.2 The introduction of the revised fees and charges from 1 January 2024 will contribute to reducing the forecast overspend for 2023/24 as set out in the Financial Monitoring Report – Quarter 1.
- 5.2 **Legal Issues (Monitoring Officer)**
- 5.2.1 The Group Head of Democracy and Governance comments that there are no legal implications directly arising from this report.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
- foster good relations between persons who share relevant protected characteristics and persons who do not share them.

5.3.2 Having had regard to the council's obligations under s149, it is considered there are no relevant issues arising directly from this report.

5.3.3 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 There are no staffing implications arising from this report.

5.5 **Accommodation**

5.5.1 There are no accommodation implications arising from this report.

5.6 **Community Safety/Crime and Disorder**

5.6.1 Section 17 of the Crime and Disorder Act 1998 requires the council to give due regard to the likely effect of the exercise of its functions on crime and disorder in its area and to do all it reasonably can to prevent these. There are no issues arising from this report.

5.7 **Sustainability**

5.7.1 There are no sustainability implications arising from this report.

Appendices

Appendix 1 – Charging Policy 2024/25

Appendix 2 – Fees and Charges increased from 1 January 2024

Appendix 3 - Fees and Charges increased from 1 April 2024

Appendix 4 – Fees and Charges increased from 1 September 2024

Background papers

No papers were used in the preparation of this report.

Charging Policy

2024/25



Watford Borough Council · TOWN HALL · WATFORD, HERTS WD17 3EX

Summary

This policy is set against four best practice points of charging in the public sector;

- Councils should undertake regular reviews of their approaches to charging, both within service areas and across the council;
- Managers should ensure that income from charges, and the level of subsidy this provides, are transparent and inform the decision-making process;
- Councillors and managers should better understand the non-financial contribution charging has to strategic and service objectives.
- Councils do not make an effective use of their charging powers, and authorities need to change their approach to charging if they are to achieve their financial and strategic objectives. At a time when pressure on services is increasing in the public sector and revenues decreasing, councils need to understand, address and improve the way they charge for services.

Key Principles for a Charging Policy

In general, a charge will be levied for all discretionary services on the principle “the user pays”. Charges should seek to optimise potential income. The decision of whether to charge for a specific service will be subject to an assessment of the impact of charging on the delivery of the Councils corporate priorities and priority outcomes.

In undertaking an ‘impact assessment’ the following questions will be asked:

- Why are we providing the service?
- Which of the Council’s corporate priorities and priority outcomes are achieved by the service?
- What impact will charging have on the achievement of the Council’s corporate priorities and priority outcomes?
- Do other similar or neighbouring Councils charge for the service and what is the impact of any such change?
- Are alternate service providers operating in the market and if so what is their level of charging?
- What is the estimated net additional income that is likely to be generated by the charge (i.e. impact on our financial position)?
- There are different levels, or basis, for the charging of service. The actual level, or basis of the charge, will be influenced by the impact assessments.

The objectives for differing charging strategies are shown in the table below.

Charging Strategy	Objective
Commercial Charges	The Council aims to cover the cost of providing the service and make a surplus used to fund other priority services. Full cost recovery will be the starting point for calculating charges.
Full Cost Recovery	The council aims to recover the costs of providing this service from those who use it. The full cost of the service, including an element for capital financing costs, support services and corporate overheads, will be the starting point for calculating charges.
Subsidised	Users of the service to make a contribution to the costs of providing it. This might be to meet a service objective or allow competition with other providers.
Free	The Council chooses to make the service available at no charge to meet a service objective - cost of service met by all Council Tax payers.
Statutory	Charges are set by Central Government through legislation.

Service Responsibilities

Service Managers should initially assess current chargeable services and allocate these to one of the categories above.

To maximise income from fees and charges in accordance with this Income policy, Service Managers are responsible for –

- Annually reviewing their services to identify any aspects that could be charged for and to introduce such charges unless Cabinet considers it would be inappropriate.
- Reviewing and varying fees and charges at least annually for services under their control, after consultation with the relevant Portfolio Holder and, in doing so, they shall –
 - ensure that relevant legislation is complied with,
 - have regard to the charges of any alternative service providers with whom the Council is competing, seek to maximise income, net of applicable costs, unless it will have a clearly detrimental impact on the achievement of the Council objectives.
 - introduce differential pricing to particular client groups where these are expected to stimulate demand and generate additional net income which would otherwise not be obtained.
 - set prices lower than could be reasonably achieved if this is the most cost effective way of achieving Council objectives and the necessary funding is available. Use of this option requires approval of Cabinet,
 - set fees and charges that allow an element of discretion if it can be demonstrated that this will lead to an overall benefit to the Council. It is important that any use of discretion is recorded so that it can be clearly shown that decisions have been made fairly and consistently.

Concessions

Concessions will be available to residents on identified income related benefits and discounts. These benefits and discounts include;

- Housing Benefit, in the form of Rent Allowance or Local Housing Allowance for people living in rented accommodation.
- Local Council Tax Reduction Scheme discount
- Income Support
- Job Seekers Allowance (income based)
- Working Tax credit
- Child Tax Credit
- Guaranteed Pension Credit (not Savings Pension Credit)
- Employment and Support Allowance (income based)
- Universal Credit

This list will change as changes are made to the names of the benefits or benefits themselves.

No concession is applied on the grounds of age or disability unless the resident is in receipt of benefits.

Proof of Benefits and Discounts

Residents will need to confirm the type of the benefit or discount they are claiming and to give permission for a check to be made with the Councils' Revenues & Benefits section that this is the case.

Variations

The Council's externally managed Leisure Centres operate specific concessions for particular activities.

Environment

Allotments

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Allotments Per pole per annum (5 pole plot/half plot = £42.50, 10 pole plot/full size = £85.00) 50% reduction for the disabled and those in receipt of income related benefit	£7.75	*	*	✓	*	*	£8.50 9.68 %	

Environment

Waste Services – Garden Waste

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope & exclusive of VAT								
GARDEN WASTE BIN CHARGE								
240L / 140 L wheeled bin Standard charge per garden waste bin	£50.00	*	*	✓	*	*	£55.00	10.00 %
240L / 140 L wheeled bin Charge per garden waste bin for customers paying by Direct Debit (DD)	£50.00	*	*	✓	*	*	£55.00	10.00 %
240L / 140 L wheeled bin Concessionary rate per garden waste bin	£35.00	*	✓	✓	*	*	£40.00	14.29 %
240L / 140 L wheeled bin Rate for 2nd garden waste bin	£75.00	*	*	✓	*	*	£75.00	NO CHANGE
Rate for 2nd garden waste bin - Schools, Faith Groups, Charities	£50.00	*	*	✓	*	*	£55.00	10.00 %
Compostable liners (roll of 52)	£3.00	*	✓	*	*	*	£3.00	NO CHANGE
Postage of roll of liners	£1.65	*	✓	*	*	*	£1.65	NO CHANGE

Environment

Parks, Sports Pitches and Woods

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Standard rated & inclusive of VAT								
PARKS & SPORTS PITCHES								
CRICKET								
Other wickets - per match (adults)	£62.54	*	*	✓	*	*	£68.00	8.73 %
Other wickets - per match (Juniors)	£32.86	*	*	✓	*	*	£35.80	8.95 %
FOOTBALL								
Seniors with changing facilities & showers	£68.90	*	*	✓	*	*	£75.00	8.85 %
Juniors with changing facilities & showers	£31.80	*	*	✓	*	*	£34.60	8.81 %
HURLING/RUGBY								
Per match including corner flags	£62.54	*	*	✓	*	*	£68.00	8.73 %
Exempt from VAT								
FOOTBALL								
Seniors with changing facilities & showers (15 games)	£901.00	*	*	✓	*	*	£980.00	8.77 %
Juniors with changing facilities & showers (12 games)	£289.38	*	*	✓	*	*	£315.00	8.85 %
Seniors with no changing facilities & showers (15 games)	£535.30	*	*	✓	*	*	£582.00	8.72 %
Juniors with no changing facilities & showers (12 games)	£218.36	*	*	✓	*	*	£237.50	8.77 %
Under 11s (small size pitch per season)	£121.90	*	*	✓	*	*	£132.50	8.70 %
FOOTBALL TRAINING								
KGVPF, Oxhey Park (per hour)	£18.55	*	*	✓	*	*	£20.20	8.89 %
Changing accommodation / showers (per event)	£25.44	*	*	✓	*	*	£27.70	8.88 %
PARKS & SPORTS PITCHES								
BOWLS								
Club hire of rinks (per season)	£1,367.40	*	*	✓	*	*	£1,487.00	8.75 %
CRICKET								
Enclosed wicket (per season)	£3,683.50	*	*	✓	*	*	£4,004.00	8.70 %
CROQUET								
Seasonal charges :-								
Adults	£62.54	*	*	✓	*	*	£68.00	8.73 %
OAPs	£31.27	*	*	✓	*	*	£34.00	8.73 %
TENNIS - club charges								
Hire of court per season (May-Sept inc)	£1,420.40	*	*	✓	*	*	£1,544.00	8.70 %
Individual on-court Coaching Session (hourly rate)	£4.24	*	*	✓	*	*	£4.60	8.49 %
Personal Trainer/Boot Camp/Group Exercise license to operate								
Admin fee for all applications	NEW	*	✓	*	*	*	£40.00	
Single event - under 10 people	NEW	*	✓	*	*	*	£10.00	
Single event - over 10 people	NEW	*	✓	*	*	*	£20.00	
3 month license - under 10 people	NEW	*	✓	*	*	*	£120.00	
3 month license - over 10 people	NEW	*	✓	*	*	*	£180.00	
6 month license - under 10 people	NEW	*	✓	*	*	*	£240.00	
6 month license - over 10 people	NEW	*	✓	*	*	*	£360.00	
12 month license - under 10 people	NEW	*	✓	*	*	*	£450.00	
12 month license - over 10 people	NEW	*	✓	*	*	*	£690.00	
CASSIOBURY PARK Education Service Fees								
Forest School (per child per session)	£8.00	*	*	✓	*	*	£6.00	-25.00 %
Explorers (per child per session)	£3.00	*	*	✓	*	*	£3.50	16.67 %
Led School visits (per class per half day, inc preparation)	£112.00	*	*	✓	*	*	£115.00	2.68 %
Led School visits (per class per half day, inc preparation, discounted for groups less than 20 or specific hardship/need)	£95.00	*	*	✓	*	*	£100.00	5.26 %
Zero Rated								
Orienteering maps up to 5 copies	free	*	*	*	✓	*	free	
Subsequent copies each	£2.65	*	✓	*	*	*	£2.90	9.43 %

Environment

Events and Hire of Cheslyn Gardens

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Standard rated & inclusive of VAT								
CHESLYN GARDENS								
Hire of garden for wedding photos	£53.00	*	*	✓	*	*	£58.00	9.43 %
Exempt from VAT								
CHESLYN HOUSE								
Hire of 2 meeting rooms & kitchen per hour	£42.40	*	*	✓	*	*	£46.00	8.49 %
Reduced charge for recognised voluntary groups per hour	£21.20	*	*	✓	*	*	£23.00	8.49 %
PARKS - GENERAL								
HIRE OF FACILITIES								
Commercial rate per day up to 1500 people	£1,855.00	*	*	*	*	*	£2,020.00	8.89 %
Commercial rate per day up to 1500-5000 people	Price on application	*	*	*	*	*	Price on application	
Commercial rate per day 5000 +	Price on application	*	*	*	*	*	Price on application	
Non commercial rate per day	£821.50	*	*	*	*	*	£893.00	8.70 %
Local charities and community groups	£87.98	*	*	✓	*	*	£96.00	9.12 %
Bandstand Hire (community organisations)	Free	*	*	*	✓	*	Free	
Bandstand Hire (private party)	£106.00	*	*	✓	*	*	£115.00	8.49 %
Cassiobury Hub Education Room Hire per hour (community)	£21.20	*	*	✓	*	*	£23.00	8.49 %
Cassiobury Hub Education Room Hire per hour (corporate)	£42.40	*	*	✓	*	*	£46.00	8.49 %
Events and activities	depends on event	*	*	*	✓	*	depends on event	

Environment

Cemeteries

Resident

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
If the deceased has lived away from the Watford area for less than 60 months the Resident charge will be made								
TABLE OF FEES								
PART 1								
Exclusive rights of burial in earthen grave								
Exclusive right of burial for 50 yrs in an earthen grave on all sections including Muslim section	£1,605.90	*	*	✓	*	*	£1,745.00	8.66 %
Walled graves & vaults:								
For the right to construct & build a walled grave or vault & for the exclusive right of burial for 50 yrs on all sections 8ftx4ft	£2,978.60	*	*	✓	*	*	£3,237.00	8.68 %
The Garden of Rest								
For the exclusive right of burial for 50 yrs of cremated remains in the Garden of Rest at North Watford 4ft X 2ft	£773.80	*	*	✓	*	*	£841.00	8.68 %
The Garden of Remembrance								
For the exclusive rights of burial for 50 yrs of cremated remains in the Garden of Remembrance at North Watford Cemetery size 2ft X 1ft	£689.00	*	*	✓	*	*	£748.00	8.56 %
CHILDREN'S SECTION								
For the exclusive right of burial for 50 years 4ft x 2ft	£0.00	*	*	✓	*	*	£0.00	
For the exclusive right of burial for 50 years of a single depth grave for a child aged 5 years or over but not an adult	£0.00	*	*	✓	*	*	£0.00	
PART 2								
Interments - the fees indicated for various heads :-								
a) include the digging of the grave and b) Apply only where the interment is made between the hours of 9.30 am & 3.30 pm, or on the Certificate of a Coroner or Registered Medical Practitioner that immediate interment necessary. In any other case, an additional sum is payable	£297.86	*	*	✓	*	*	£323.00	8.44 %
For an interment in a grave in respect of which an exclusive right of burial HAS been granted :-								
a) All sections	£837.40	*	*	✓	*	*	£910.00	8.67 %
b) The children's section. All graves for 1 interment at a depth of 4ft size of grave spaces 4ft x 2ft	£0.00	*	*	✓	*	*	£0.00	
c) Casket	£1,086.50	*	*	✓	*	*	£1,181.00	8.70 %
d) For the interment / scattering of cremated remains in / on any ' grave on any section including Garden of Rest/Remembrance	£280.90	*	*	✓	*	*	£305.00	8.58 %
e) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	
f) Non viable foetus burial	£0.00	*	*	✓	*	*	£0.00	
g) Shrouded burial fee	£121.90	*	*	✓	*	*	£132.00	8.29 %
For an interment in a grave in respect of which an exclusive right of burial HAS NOT been granted :-								
a) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	
b) For a child whose age at the time of death exceeded 1 month but did not exceed 5 years	£0.00	*	*	✓	*	*	£0.00	
c) For a child over 5 years or an adult	£0.00	*	*	✓	*	*	£0.00	
PART 3								
Fees for memorial work and monumental work for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted Headstones, or any other type of monument								
a) Not exceeding 3ft 6ins in height	£245.92	*	*	✓	*	*	£267.00	8.57 %
b) Not exceeding 2ft 6inc in the Garden of Rest and in the children's section	£121.90	*	*	✓	*	*	£132.00	8.29 %
c) Garden of Remembrance-as approved-sole design allowed	£112.36	*	*	✓	*	*	£122.00	8.58 %

Environment

Cemeteries (continued)

Resident (continued)

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Kerbs								
* a) Enclosing a space not exceeding 7ft x 3ft	£125.08	*	*	✓	*	*	£136.00	8.73 %
* b) Enclosing a space not exceeding 4ft x 2ft in the Garden of Rest and Children's Section	£60.42	*	*	✓	*	*	£66.00	9.24 %
Vases								
* For each vase, maximum size 12"x12"x12"	£41.34	*	*	✓	*	*	£45.00	8.85 %
a) Separate, or as an addition to a headstone, not exceeding 18" x 12"	£65.72	*	*	✓	*	*	£71.00	8.03 %
b) Where an inscription table or plate takes the place of a memorial	£125.08	*	*	✓	*	*	£136.00	8.73 %
* Complete memorial, consisting of headstone & Kerbs	£424.00	*	*	✓	*	*	£461.00	8.73 %
THE FEES INDICATED FOR THE VARIOUS HEADS OF THIS PART INCLUDE THE ORIGINAL INSCRIPTION(S) WHEN THE MEMORIAL IS APPROVED								
Fees for each subsequent inscription to an existing memorial. * Any other replacement works not covered by above	£77.38	*	*	✓	*	*	£84.00	8.56 %
PART 4								
Miscellaneous								
The Burial Register - fee for transfer of grave grant for the exclusive right of burial	£49.82	*	*	✓	*	*	£54.00	8.39 %
Fee for the searches of Burial Register and for copies of extract to be taken there from	£69.96	*	*	✓	*	*	£76.00	8.63 %
Fee for the use of the Chapel	£159.00	*	*	✓	*	*	£173.00	8.81 %
PART 5								
Maintenance of Grave spaces								
Turfing a grave	£125.08	*	*	✓	*	*	£136.00	8.73 %
Partial burying of headstone following failure of safety test	£153.70	*	*	✓	*	*	£167.00	8.65 %
Supply soil for memorial inset * Any other replacement works not covered by above	£125.08	*	*	✓	*	*	£136.00	8.73 %
NOTE: Memorials can now be placed on graves of stillborn children FREE OF CHARGE Size: 12" x 12" x 2". To be laid flat on grave surface								
PART6								
Sanctum 2000								
Above ground vault which can hold up to two caskets which must be no larger than H.14cm: W26cm: D16.5cm								
10 Year Lease	£1,200.00	*	*	✓	*	*	£1,200.00	NO CHANGE
15 Year Lease	£1,750.00	*	*	✓	*	*	£1,750.00	NO CHANGE
30 Year Lease	£2,400.00	*	*	✓	*	*	£2,400.00	NO CHANGE
10 Year Lease	£1,200.00	*	*	✓	*	*	£1,200.00	NO CHANGE
Options for Sanctum 2000								
Photo plaque small	£150.00	*	*	✓	*	*	£150.00	NO CHANGE
Photo plaque large	£170.00	*	*	✓	*	*	£170.00	NO CHANGE
Additional inscriptions per letter	£4.00	*	*	✓	*	*	£4.00	NO CHANGE
Additional artwork prices from	£70.00	*	*	✓	*	*	£70.00	NO CHANGE
Additional Interment	£350.00	*	*	✓	*	*	£350.00	NO CHANGE
Additional Lease Term								
10 Years	£800.00	*	*	✓	*	*	£800.00	NO CHANGE
Part 7								
Pet Columbaria								
Panoramic pet ashes columbaria can hold small pet ashes. Price includes Interment of ashes, initial lease term, initial inscription								
5 year lease	£550.00	*	*	✓	*	*	£550.00	NO CHANGE
10 year lease	£675.00	*	*	✓	*	*	£675.00	NO CHANGE
15 year lease	£750.00	*	*	✓	*	*	£750.00	NO CHANGE
Options for Pet Columbaria								
Additional artwork prices from	£70.00	*	*	✓	*	*	£70.00	NO CHANGE
Additional Lease Term								
5 years	£450.00	*	*	✓	*	*	£450.00	NO CHANGE
Part 8								
Mulberry Tree								
Memory tree with stone leaves that can be engraved in memory of someone. Price includes heart shape leaf, inscription. If term is not renewed the family can take the leaf away.								
5 year lease	£365.00	*	*	✓	*	*	£365.00	NO CHANGE
10 year lease	£550.00	*	*	✓	*	*	£550.00	NO CHANGE
Options for Pet Columbaria								
Additional artwork / motif	£48.00	*	*	✓	*	*	£48.00	NO CHANGE
Additional lease term								
5 years	£275.00	*	*	✓	*	*	£275.00	NO CHANGE

Environment

Cemeteries (continued)

Non Resident

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
If the deceased has lived away from the Watford area for less than 60 months the Resident charge will be made								
PART 1								
Exclusive rights of burial in earthen grave								
Exclusive right of burial for 50 yrs in an earthen grave on all sections including Muslim section	£6,000.00	*	*	✓	*	*	£6,522.00	8.70 %
Walled graves & vaults:								
For the right to construct & build a walled grave or vault & for the exclusive right of burial for 50 yrs on all sections 8ftx4ft	£8,957.00	*	*	✓	*	*	£9,736.00	8.70 %
The Garden of Rest								
For the exclusive right of burial for 50 yrs of cremated remains in the Garden of Rest at North Watford 4ft X 2ft	£2,332.00	*	*	✓	*	*	£2,535.00	8.70 %
The Garden of Remembrance								
For the exclusive rights of burial for 50 yrs of cremated remains in the Garden of Remembrance at North Watford Cemetery size 2ft X 1ft	£2,056.40	*	*	✓	*	*	£2,235.00	8.69 %
CHILDREN'S SECTION								
For the exclusive right of burial for 50 years 4ft x 2ft	£0.00	*	*	✓	*	*	£0.00	
For the exclusive right of burial for 50 years of a single depth grave for a child aged 5 years or over but not an adult	£0.00	*	*	✓	*	*	£0.00	
PART 2								
Interments - the fees indicated for various heads :-								
a) Include the digging of the grave and b) Apply only where the interment is made between the hours of 9.30 am & 3.30 pm, or on the Certificate of a Coroner or Registered Medical Practitioner that immediate interment necessary. In any other case, an additional sum is payable and c) Apply provided that the interment is made within 15 minutes of the time arranged with the "superintendent". If not an additional sum is payable	£297.86	*	*	✓	*	*	£324.00	8.78 %
For an interment in a grave in respect of which an exclusive right of burial HAS been granted :-								
a) All sections	£2,502.00	*	*	✓	*	*	£2,720.00	8.71 %
b) The children's section. All graves for 1 interment at a depth of 4ft size of grave spaces 4ft X2ft	£0.00	*	*	✓	*	*	£0.00	
c) caskets including extra digging required	£3,264.80	*	*	✓	*	*	£3,549.00	8.70 %
d) For the interment / scattering of cremated remains in / on any grave on any section including Garden in/on any grave on any section including Garden of Rest/Remembrance	£845.88	*	*	✓	*	*	£919.00	8.64 %
e) For a stillborn child, or child whose age at the time of death did not exceed 1 month of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	
f) Non viable foetus burial	£0.00	*	*	✓	*	*	£0.00	
g) Shrouded burial fee	£121.90	*	*	✓	*	*	£132.00	8.29 %
For an interment in a grave in respect of which an exclusive right of burial HAS NOT been granted :-								
a) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	
b) For a child whose age at the time of death exceeded 1 month but did not exceed 5 yrs.	£0.00	*	*	✓	*	*	£0.00	
c) For a child over 5 years or an adult	£0.00	*	*	✓	*	*	£0.00	
Outside Scope for VAT purposes								
PART 3								
Fees for memorial work & monumental work for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted Headstone, or any other type of monument								
a) Not exceeding 3ft 6inc in height	£736.70	*	*	✓	*	*	£800.00	8.59 %
b) Not exceeding 2ft 6inc in the Garden of rest and in the children's section	£376.30	*	*	✓	*	*	£410.00	8.96 %
c) Garden of Remembrance - as approved-sole design allowed	£332.84	*	*	✓	*	*	£362.00	8.76 %
LEDGERS								
* A ledger not exceeding 7ft x 3ft	£371.00	*	*	✓	*	*	£403.00	8.63 %
KERBS								
* a) Enclosing a space not exceeding 7ft x 3ft	£371.00	*	*	✓	*	*	£403.00	8.63 %
* b) Enclosing a space not exceeding 4ft x 2ft in the Garden of Rest and children's Section	£185.50	*	*	✓	*	*	£202.00	8.89 %
Vases								
* For each vase, maximum size 12" x 12" x 12"	£117.66	*	*	✓	*	*	£128.00	8.79 %
a) separate, or as an addition to a headstone, not exceeding 18" x 12"	£189.74	*	*	✓	*	*	£206.00	8.57 %
b) Where an inscription table or plate takes the place of a headstone, either at the foot or head of a memorial	£371.00	*	*	✓	*	*	£403.00	8.63 %
* Complete memorial, consisting of headstone and kerbs	£1,303.80	*	*	✓	*	*	£1,417.00	8.68 %

Environment

Cemeteries (continued)

Non Resident (continued)

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
MEMORIAL BENCHES								
Supply and install with plaque	£2,363.80	✓	✗	✗	✗	✗	£2,570.00	8.72 %
MEMORIAL TREES								
Supply and plant standard tree with 3 years watering	£1,187.20	✓	✗	✗	✗	✗	£1,000.00	-15.77 %
THE FEES INDICATED FOR THE VARIOUS HEADS OF THIS PART INCLUDED THE ORIGINAL INSCRIPTION(S) WHEN THE MEMORIAL IS APPROVED								
Fees for each subsequent inscription to an existing memorial * Any other replacement works not covered by above	£77.38	✗	✗	✓	✗	✗	£84.00	8.56 %
* GRAVE SPACES PURCHASED PRIOR TO 1ST APRIL 1981 ONLY								
PART 4								
Standard rated & exclusive of VAT								
* Any other replacement works not covered by above								
* GRAVE SPACES PURCHASED PRIOR TO 1ST APRIL 1981 ONLY								
Miscellaneous								
The Burial Register - fee for transfer of grave grant for the exclusive right of burial	£49.82	✗	✗	✓	✗	✗	£54.00	8.39 %
Fee for the searches of Burial Register and for copies of extract to be taken there from	£77.38	✗	✗	✓	✗	✗	£84.00	8.56 %
Fee for the use of the Chapel	£478.06	✗	✗	✓	✗	✗	£520.00	8.77 %
PART 5								
Outside Scope for VAT purposes								
Maintenance of Grave spaces								
Turfing a grave	£131.44	✗	✗	✓	✗	✗	£143.00	8.79 %
Partial burying of headstone following failure of safety test	£154.76	✗	✗	✓	✗	✗	£168.00	8.56 %
Supply soil for memorial inset * Any other replacement works not covered by above	£130.38	✗	✗	✓	✗	✗	£142.00	8.91 %
NOTE: Memorials can now be placed on graves of stillborn children FREE of CHARGE Size: 12" x 12" x 2". To be laid flat on grave surface								
PART6								
Weekend Burials								
Metal liner requirement	£570.00	✗	✓	✗	✗	✗	£570.00	NO CHANGE
Weekend Contractor charge	£500.00	✗	✓	✗	✗	✗	£500.00	NO CHANGE
PART7								
Sanctum 2000								
10 Year Lease	£3,600.00	✗	✗	✓	✗	✗	£3,913.00	8.69 %
15 Year Lease	£5,250.00	✗	✗	✓	✗	✗	£5,706.00	8.69 %
30 Year Lease	£7,200.00	✗	✗	✓	✗	✗	£7,826.00	8.69 %

Environment

Waste Services Including Trade Waste

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope & exclusive of VAT								
TRADE WASTE (schedule)								
1100L Euro bin								
Container per empty (Schools/Charities)	£12.93	x	x	✓	x	x	£14.00 8.26 %	
1100L Euro bin hire	£2.54	x	x	✓	x	x	£2.75 8.10 %	
Container per empty (recycling) (schools) 940L Chamberlain bin Container	£11.66	x	x	✓	x	x	£12.75 9.35 %	
Container per empty (Schools/Charities) 660L Euro bin container	£11.66	x	x	✓	x	x	£12.75 9.35 %	
Container per empty (Schools/Charities) 360L wheeled bins	£10.49	x	x	✓	x	x	£11.50 9.59 %	
Container per empty (Schools/Charities) 240L Wheeled bins	£8.85	x	x	✓	x	x	£9.75 10.16 %	
Container per empty (Schools/Charities) 240L / 140 L wheeled bin (Schools/Charities)	£7.37	x	x	✓	x	x	£8.00 8.59 %	
Container per empty (food waste) (Schools/Charities) 140L wheeled bin	£0.00	x	x	x	✓	x	£0.00	
Container per empty (food waste) (Schools/Charities) 23L food caddy	£0.00	x	x	x	✓	x	£0.00	
ADDITIONAL DOMESTIC COLLECTION SCENARIO								
1100L Euro bin Container per empty	£15.58	x	x	✓	x	x	£17.00 9.10 %	
660L Euro bin container Container per empty	£12.72	x	x	✓	x	x	£13.75 8.10 %	
240L Wheeled bins Container per empty	£8.96	x	x	✓	x	x	£9.75 8.85 %	
DOMESTIC WASTE								
Delivery of recycling boxes and wheeled bins	£6.78	x	x	✓	x	x	£6.78 NO CHANGE	
Collection of recycling boxes, wheeled bins, food caddy, kitchen caddy	£6.78	x	x	✓	x	x	£6.78 NO CHANGE	
Delivery of container bin (660's and 1100's)	£21.20						£21.20 NO CHANGE	
DOMESTIC SACKS								
Excess Waste Sack	£3.02	x	✓	x	x	x	£3.02 NO CHANGE	
Nappy Sack	£0.58	x	✓	x	x	x	£0.58 NO CHANGE	
Postage of 5 sacks	£1.65						£1.65 NO CHANGE	
CHARGES TO DEVELOPERS FOR WASTE CONTAINERS								
WASTE BINS FOR NEW DEVELOPMENTS								
Euro 660 litre residual bin	£340.00	x	✓	x	x	x	£370.00 8.82 %	
Euro 1100 litre residual bin	£370.00	x	✓	x	x	x	£402.50 8.78 %	
Euro 1100 litre recycling bin	£424.00	x	✓	x	x	x	£462.00 8.96 %	
240 litre bins	£36.00	x	✓	x	x	x	£40.00 11.11 %	
140 litre bins	£36.00	x	✓	x	x	x	£40.00 11.11 %	
Food bins (external) 23 litre	£12.00	x	✓	x	x	x	£13.00 8.33 %	
Food caddies (internal)	£9.60	x	✓	x	x	x	£10.50 9.38 %	
Delivery of container bin (660's and 1100's)	£21.00	x	✓	x	x	x	£23.00 9.52 %	
CHARGES TO EMPTY CONTAMINATED BINS								
Euro 660 and 1100 litre bins	£101.50	x	x	✓	x	x	£110.00 8.37 %	
240 litre bin	£76.50	x	x	✓	x	x	£84.00 9.80 %	
*New lines for charging								
BIN STORE CLEARANCES								
Minimum charge	£160.00	x	x	✓	x	x	£174.00 8.75 %	

Environment

Special Collections and Street Cleansing

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Where Commercial Special Collections are made, the charge would be subject to VAT at the Standard rate. Where Household Special Collections are made, the charge would be Outside Scope for VAT purposes.								
SPECIAL COLLECTIONS								
Up to 3 bulky items	£45.00	*	*	✓	*	*	£50.00	11.11 %
Upholstered bulky items excluding mattresses, per item	£45.00	*	*	✓	*	*	£50.00	11.11 %
White Goods	£45.00	*	*	✓	*	*	£50.00	11.11 %
Other bulky/garden clearance collections and disposal minimum charge	£87.34	*	*	✓	*	*	£95.00	8.77 %
TV/electrical	£45.00	*	*	✓	*	*	£50.00	11.11 %
American fridge freezer	£60.45	*	*	✓	*	*	£65.00	7.53 %
ABANDONED SHOPPING TROLLEY (Non prescribed statutory charges) (Outside Scope for VAT)								
Seizure								
From highway & open spaces - per trolley	£38.35	✓	*	*	*	*	£41.80	9.00 %
From river/riverside areas - per trolley	£52.55	✓	*	*	*	*	£57.20	8.85 %
From private land - per trolley	£60.25	✓	*	*	*	*	£65.50	8.71 %
Storage								
Trolleys not collected within the statutory 6 week disposal notice period - per trolley	£8.35	✓	*	*	*	*	£9.10	8.98 %
ABANDONED SHOPPING TROLLEY (Non statutory charges) (Standard Rated for VAT)								
Requested return delivery charge - per trolley	Quotation	✓	*	*	*	*	Quotation	
GRAFFITI & FLY POSTER REMOVAL (Statutory Duty - Outside Scope for VAT) (Non Statutory Duty - Standard Rated for VAT)								
GRAFFITI REMOVAL								
Removal from private Property up to 2 sqm	£39.65	✓	*	*	*	*	£43.10	8.70 %
Removal from private Property additional sqm's	£19.70	✓	*	*	*	*	£21.50	9.14 %
Removal - any type affixed 2.4 m above ground level	Quotation	✓	*	*	*	*	Quotation	
FLYPOSTER REMOVAL								
Removal - minimum each - tied or clamped on	£25.55	✓	*	*	*	*	£27.80	8.81 %
Removal - minimum each - glued on/self adhering	£45.55	✓	*	*	*	*	£49.60	8.89 %
Removal - any type affixed 2.4 m above ground level	Quotation	✓	*	*	*	*	Quotation	

Environment

Arts, Events and Heritage

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Exempt from VAT								
Workshops	£9.65	*	✓	*	*	*	£12.50	29.59 %
Ghost walks	£9.65	*	✓	*	*	*	£12.50	29.59 %
High street trail	£5.30	*	✓	*	*	*	£6.00	13.21 %
Study day	£22.90	*	✓	*	*	*	£25.00	9.19 %
Group talk or trail	£5.30	*	✓	*	*	*	£6.00	13.21 %
Community use of one space (per hour) days	£21.20	*	✓	*	*	*	£25.00	17.92 %
Community use of one space (per hour) eve *	£39.22	*	✓	*	*	*	£45.00	14.74 %
Community use of one space (per hour) Sun *	£51.94	*	✓	*	*	*	£60.00	15.52 %
Private/commercial (per hour) days	£51.94	✓	*	*	*	*	£60.00	15.52 %
Private/commercial (per hour) eve *	£62.54	✓	*	*	*	*	£70.00	11.93 %
Private/commercial (per hour) Sun *	£96.46	✓	*	*	*	*	£105.00	8.85 %
* Additional charge for staff time applicable (charged @ £30 per hour x 2 staff)								
Standard rated & inclusive of VAT								
Percentage share to Museum on artist sales	35%	✓	*	*	*	*	35%	NO CHANGE
Percentage share to Museum on foyer sales	13%	✓	*	*	*	*	13%	NO CHANGE
Photocopying per sheet	£0.21	*	✓	*	*	*	£0.25	17.92 %
Museum digitised images (per image)	£7.42	*	✓	*	*	*	£8.00	7.82 %
Museum digitised images CD charge	£6.36	*	✓	*	*	*	£7.00	10.06 %
Museum un digitised images incurring an hourly scanning rate	£21.73	*	✓	*	*	*	£25.00	15.05 %
Reproduction image one country one language (non commercial)	£43.46	✓	*	*	*	*	£47.50	9.30 %
Reproduction Image world right inc web (non commercial)	£54.59	✓	*	*	*	*	£60.00	9.91 %
Reproduction image one country one language (commercial)	£76.32	✓	*	*	*	*	£83.00	8.75 %
Reproduction image world right inc web (commercial)	£109.18	✓	*	*	*	*	£115.00	5.33 %
<p>Where the filming company is given exclusive rights to a defined area and they can exclude others from access, the income is 'Exempt' from VAT. This is subject to an 'option to tax' not being in force. Admin fees for VAT purposes would follow the same treatment as the main supply.</p> <p>Where the filming company is given no exclusivity and cannot exclude others from access, the income is treated as 'Standard rated'. Admin fees for VAT purposes would follow the same treatment as the main supply.</p>								
On street and non-council land	£202.46	✓	*	*	*	*	£220.10	8.71 %
Town Hall (per hour)	£256.52	✓	*	*	*	*	£278.90	8.72 %
Town Hall over (7+hrs)	£1,802.00	✓	*	*	*	*	£1,958.80	8.70 %
Parks and other council land/property (per hour)	£197.16	✓	*	*	*	*	£214.40	8.74 %
Parks and other council land/property (7+hrs)	£1,802.00	✓	*	*	*	*	£1,958.80	8.70 %
Students	£0.00	*	*	*	✓	*	£0.00	
Use of KGV Car Park	£572.40	✓	*	*	*	*	£622.20	8.70 %

Community Protection

Licensing

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Taxi & Private Hire Vehicle Licences								
Annual Hackney Carriage Vehicle Licence - Initial Application	£254.52	*	✓	*	*	*	£254.52	NO CHANGE
Annual Hackney Carriage Vehicle Licence - Initial Application(wholly electric vehicles)	£127.26	*	*	✓	*	*	£127.26	NO CHANGE
Annual Hackney Carriage Vehicle Licence - Initial Application (Courtesy vehicles)	£254.52	*	✓	*	*	*	£254.52	NO CHANGE
Annual Hackney Carriage Vehicle Licence - Renewal	£243.01	*	✓	*	*	*	£243.01	NO CHANGE
Annual Hackney Carriage Vehicle Licence - Renewal (wholly electric vehicles)	£121.51	*	*	✓	*	*	£121.51	NO CHANGE
Annual Private Hire Vehicle Licence - Initial Application	£231.85	*	✓	*	*	*	£231.85	NO CHANGE
Annual Private Hire Vehicle Licence - Initial Application(wholly electric vehicles)	£115.93	*	*	✓	*	*	£115.93	NO CHANGE
Annual Private Hire Vehicle Licence - Initial Application (Limousines)	£231.85	*	✓	*	*	*	£231.85	NO CHANGE
Annual Private Hire Vehicle Licence - Initial Application (Courtesy vehicles)	£231.85	*	✓	*	*	*	£231.85	NO CHANGE
Annual Private Hire Vehicle Licence - Renewal	£220.34	*	✓	*	*	*	£220.34	NO CHANGE
Annual Private Hire Vehicle Licence - Renewal (wholly electric vehicles)	£110.17	*	*	✓	*	*	£110.17	NO CHANGE
Transfer of vehicle ownership (payable by buyer)	£19.61	*	✓	*	*	*	£19.61	NO CHANGE
Taximeter tests	£19.61	*	✓	*	*	*	£19.61	NO CHANGE
Replacement vehicle plates	£6.80	*	✓	*	*	*	£6.80	NO CHANGE
Optional plate fitting brackets	£6.74	*	✓	*	*	*	£6.74	NO CHANGE
Optional pack of magnets used for attaching plate to vehicle	£23.44	*	✓	*	*	*	£23.44	NO CHANGE
Compulsory door signs for hackney carriages (vinyl, per pair)	£18.00	*	✓	*	*	*	£18.00	NO CHANGE
Compulsory door signs for hackney carriages (magnetic, per pair)	£24.00	*	✓	*	*	*	£24.00	NO CHANGE
Compulsory hi-viz jackets for all vehicles (per jacket)	£2.16	*	✓	*	*	*	£2.16	NO CHANGE
Advertising approval on hackney carriages (agency)	£168.54	*	✓	*	*	*	£168.54	NO CHANGE
Advertising approval per hackney carriage	£56.18	*	✓	*	*	*	£56.18	NO CHANGE
Advertising approval (Licensing Committee referral)	£280.90	*	✓	*	*	*	£280.90	NO CHANGE
Private Hire Operators - initial application (5 yrs)	£757.98	*	✓	*	*	*	£757.98	NO CHANGE
Private Hire Operators - renewal (5 yrs)	£744.86	*	✓	*	*	*	£744.86	NO CHANGE
Driver Licences - initial application (3 yrs)	£343.50	*	✓	*	*	*	£343.50	NO CHANGE
Driver Licences - renewal application (3 yrs)	£338.88	*	✓	*	*	*	£338.88	NO CHANGE
Theory Knowledge Test	£114.48	*	✓	*	*	*	£114.48	NO CHANGE
Repeat Knowledge Test with Training	£78.44	*	✓	*	*	*	£78.44	NO CHANGE
Repeat Knowledge Test (Test Only)	£35.51	*	✓	*	*	*	£35.51	NO CHANGE
Replacement drivers badges	£20.14	*	✓	*	*	*	£20.14	NO CHANGE
Duplicate documents	£20.14	*	✓	*	*	*	£20.14	NO CHANGE
Driver change of address	£7.84	*	✓	*	*	*	£7.84	NO CHANGE
Street Trading								
Street Trading Consent (per annum)	£561.80	*	✓	*	*	*	£610.68	8.70 %
Street Trading Consent (per annum) - Vicarage Road	£561.80	*	✓	*	*	*	£610.68	8.70 %
Street Trading Consent daily rate (if less than one year)	£25.44	*	✓	*	*	*	£27.65	8.70 %
Street Trading Consent (Town Centre Markets per stall per day, waived for charitable etc stalls)	£25.44	*	✓	*	*	*	£27.65	8.70 %
Permit for Tables & Chairs on the Highway								
Initial application (1 year permit)	£446.26	*	✓	*	*	*	£485.08	8.70 %
Renewal of annual permit	£120.84	*	✓	*	*	*	£131.35	8.70 %
Limited duration pavement licence	£100.00	*	*	*	*	✓	£100.00	NO CHANGE
Free Printed Matter Distribution								
First distributor	£60.42	*	✓	*	*	*	£65.68	8.70 %
Each additional distributor	£36.57	*	✓	*	*	*	£39.75	8.70 %
Additional fee for each distributor between 1700 and 0900	£23.85	*	✓	*	*	*	£25.92	8.70 %

Community Protection

Licensing

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Sex Establishment Licence								
Grant of Licence	£612.15	*	✓	*	*	*	£665.41	8.70 %
Annual renewal fee	£152.64	*	✓	*	*	*	£165.92	8.70 %
Sexual Entertainment Venue Licence								
Application for grant of licence	£728.22	*	✓	*	*	*	£791.58	8.70 %
Renewal of licence	£268.18	*	✓	*	*	*	£291.51	8.70 %
Major variations (at officer's discretion)	£588.30	*	✓	*	*	*	£639.48	8.70 %
Minor variations (at officer's discretion)	£129.85	*	✓	*	*	*	£141.15	8.70 %
Skin Piercing								
Operator (each)	£61.00	*	✓	*	*	*	£61.00	NO CHANGE
Premises	£194.00	*	✓	*	*	*	£194.00	NO CHANGE
Animal Welfare Licensing (New applications excl. veterinary fees)								
<i>Note that premises licensed under this legislation are subject to chargeable mid licence inspections</i>								
Day care residential	£186.56	*	✓	*	*	*	£202.79	8.70 %
Day care commercial	£240.62	*	✓	*	*	*	£261.55	8.70 %
Breeding residential	£208.82	*	✓	*	*	*	£226.99	8.70 %
Breeding commercial	£240.62	*	✓	*	*	*	£261.55	8.70 %
Home boarding	£186.56	*	✓	*	*	*	£202.79	8.70 %
Kennels	£256.52	*	✓	*	*	*	£278.84	8.70 %
Cattery	£256.52	*	✓	*	*	*	£278.84	8.70 %
Hiring Horses	£278.78	*	✓	*	*	*	£303.03	8.70 %
Pet Vending Commercial	£256.52	*	✓	*	*	*	£278.84	8.70 %
Pet Vending Small / domestic	£186.56	*	✓	*	*	*	£202.79	8.70 %
Exhibiting of Animals Commercial	£256.52	*	✓	*	*	*	£278.84	8.70 %
Exhibiting of Animals Domestic	£186.56	*	✓	*	*	*	£202.79	8.70 %
Dangerous Wild Animal	£218.36	*	✓	*	*	*	£237.36	8.70 %
Dangerous Wild Animal licence amendment	£79.50	*	✓	*	*	*	£86.42	8.70 %
Animal Welfare Licensing (renewals excl. veterinary fees)								
<i>Note that premises licensed under this legislation are subject to chargeable mid licence inspections</i>								
Day care residential	£143.63	*	✓	*	*	*	£156.13	8.70 %
Day care commercial	£197.69	*	✓	*	*	*	£214.89	8.70 %
Breeding residential	£166.95	*	✓	*	*	*	£181.47	8.70 %
Breeding commercial	£197.69	*	✓	*	*	*	£214.89	8.70 %
Home boarding	£143.63	*	✓	*	*	*	£156.13	8.70 %
Kennels	£213.06	*	✓	*	*	*	£231.60	8.70 %
Cattery	£213.06	*	✓	*	*	*	£231.60	8.70 %
Hiring Horses	£236.38	*	✓	*	*	*	£256.95	8.70 %
Pet Vending Commercial	£213.06	*	✓	*	*	*	£231.60	8.70 %
Pet Vending Small / domestic	£143.63	*	✓	*	*	*	£156.13	8.70 %
Exhibiting of Animals Commercial	£213.06	*	✓	*	*	*	£231.60	8.70 %
Exhibiting of Animals Domestic	£143.63	*	✓	*	*	*	£156.13	8.70 %
Dangerous Wild Animal	£164.30	*	✓	*	*	*	£178.59	8.70 %
Scrap metal Dealers								
Grant of Licence	£292.56	*	✓	*	*	*	£318.01	8.70 %
Renewal of Licence	£226.84	*	✓	*	*	*	£246.58	8.70 %
Variation of Licence	£59.89	*	✓	*	*	*	£65.10	8.70 %
Change of Name	£59.89	*	✓	*	*	*	£65.10	8.70 %
Change of Site	£59.89	*	✓	*	*	*	£65.10	8.70 %
A request for a DBS check would be subject to VAT at the Standard rate.								
A request for a DBS check which forms part of a Licence application would be Outside Scope for VAT purposes.								
DBS checks								
Disclosure & Barring Service check for selected licences	£38.00	*	*	*	*	✓	£38.00	NO CHANGE
Fee charged by processing company.	£12.02	*	✓	*	*	*	£12.02	NO CHANGE

Community Protection

Licensing

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
GAMBLING ACT 2005								
New applications								
Bingo	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Betting (off-course)	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Betting (off-course) - where provisional statement exists	£950.00	*	✓	*	*	*	£950.00	Statutory Maximum
Betting (track)	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Betting (track) - where provisional statement exists	£950.00	*	✓	*	*	*	£950.00	Statutory Maximum
Adult Gaming Centre	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Family Entertainment Centre	£1,026.08	*	✓	*	*	*	£1,115.35	6.00 %
Family Entertainment Centre with permit	£300.00	*	*	*	*	✓	£300.00	Statutory Fee
Licensed Premises Gaming Machine Notification	£50.00	*	*	*	*	✓	£50.00	Statutory Fee
Licensed Premises Gaming Machine Permit	£150.00	*	*	*	*	✓	£150.00	Statutory Fee
Club Gaming Permit	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
Club Gaming Machine Permit (Fast track application)	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
Club Gaming Machine Permit (not a fast track application)	£200.00	*	*	*	*	✓	£200.00	Statutory Fee
Small society lottery	£40.00	*	*	*	*	✓	£40.00	Statutory Fee
Prize Gaming Permit	£300.00	*	*	*	*	✓	£300.00	Statutory Fee
Provisional statements	£954.00	*	✓	*	*	*	£1,037.00	8.70 %
Transfer and re-instatement applications								
Bingo	£1,007.00	*	✓	*	*	*	£1,094.61	8.70 %
Betting (off-course)	£1,007.00	*	✓	*	*	*	£1,094.61	8.70 %
Betting (track)	£950.00	*	✓	*	*	*	£950.00	Statutory Maximum
Adult Gaming Centre	£1,007.00	*	✓	*	*	*	£1,094.61	8.70 %
Family Entertainment Centre	£950.00	*	✓	*	*	*	£950.00	Statutory Maximum
Licensed Premises Gaming Machine Permit	£25.00	*	*	*	*	✓	£25.00	Statutory Fee
Variation applications								
Bingo	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Betting (off-course)	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Betting (track)	£1,026.08	*	✓	*	*	*	£1,115.35	8.70 %
Adult Gaming Centre	£1,000.00	*	✓	*	*	*	£1,000.00	Statutory Maximum
Family Entertainment Centre	£1,000.00	*	✓	*	*	*	£1,000.00	Statutory Maximum
Licensed Premises Gaming Machine Permit	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
Club Gaming Machine Permit	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
Miscellaneous fees								
Duplicate premises licence	£25.00	*	✓	*	*	*	£25.00	Statutory Maximum
Change of circumstances on premises licence	£50.00	*	✓	*	*	*	£50.00	Statutory Maximum
Duplicate machine, FEC, or prize gaming permit	£15.00	*	*	*	*	✓	£15.00	Statutory Fee
Change of name on machine, FEC, or prize gaming permit	£25.00	*	*	*	*	✓	£25.00	Statutory Fee

Community Protection

Licensing

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
GAMBLING ACT 2005								
Annual Fee								
Bingo	£1,000.00	*	✓	*	*	*	£1,000.00	Statutory Maximum
Betting (off-course)	£503.00	*	✓	*	*	*	£546.76	8.70 %
Betting (track)	£1,000.00	*	✓	*	*	*	£1,000.00	Statutory Maximum
Adult Gaming Centre	£1,000.00	*	✓	*	*	*	£1,000.00	Statutory Maximum
Family Entertainment Centre	£750.00	*	✓	*	*	*	£750.00	Statutory Maximum
Family Entertainment Centre with permit	£300.00	*	*	*	*	✓	£300.00	Statutory Fee
Licensed Premises Gaming Machine permit	£50.00	*	*	*	*	✓	£50.00	Statutory Fee
Club Gaming Permit	£50.00	*	*	*	*	✓	£50.00	Statutory Fee
Club Gaming Machine Permit	£50.00	*	*	*	*	✓	£50.00	Statutory Fee
Small society lottery	£20.00	*	*	*	*	✓	£20.00	Statutory Fee
Prize Gaming Permit	£300.00	*	*	*	*	✓	£300.00	Statutory Fee
Licensing Act 2003 (Statutory fees)								
Premises Licence/Club Premises Application fees								
Rateable value £0-4300	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
Rateable value £ 4301 - £33,000	£190.00	*	*	*	*	✓	£190.00	Statutory Fee
Rateable value £ 33,001 - £ 87,000	£315.00	*	*	*	*	✓	£315.00	Statutory Fee
Rateable value £87001 - £125,000	£450.00	*	*	*	*	✓	£450.00	Statutory Fee
Rateable value £125,001 and above	£635.00	*	*	*	*	✓	£635.00	Statutory Fee
Premises Licence/Club Premises Annual Fees								
Rateable value £0- £4300	£70.00	*	*	*	*	✓	£70.00	Statutory Fee
Rateable value £ 4301 - £33,000	£180.00	*	*	*	*	✓	£180.00	Statutory Fee
Rateable value £ 33,001 - £ 87,000	£295.00	*	*	*	*	✓	£295.00	Statutory Fee
Rateable value £87001 - £125,000	£320.00	*	*	*	*	✓	£320.00	Statutory Fee
Rateable value £125,001 and above	£350.00	*	*	*	*	✓	£350.00	Statutory Fee
Replacement licence	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Application for provisional licence	£315.00	*	*	*	*	✓	£315.00	Statutory Fee
Change of licence details (name or address)	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Variation of designated premises supervisor	£23.00	*	*	*	*	✓	£23.00	Statutory Fee
Transfer of premises licence	£23.00	*	*	*	*	✓	£23.00	Statutory Fee
Interim authority notice	£23.00	*	*	*	*	✓	£23.00	Statutory Fee
Variation of designated premises supervisor	£23.00	*	*	*	*	✓	£23.00	Statutory Fee
Variation of premises	£315.00	*	*	*	*	✓	£315.00	Statutory Fee
Minor variation of premises	£89.00	*	*	*	*	✓	£89.00	Statutory Fee
Notification of change of name or club rules	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Change of relevant registered address of club	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Temporary event notice	£21.00	*	*	*	*	✓	£21.00	Statutory Fee
Replacement temporary event notice	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Application for personal licence	£37.00	*	*	*	*	✓	£37.00	Statutory Fee
Replacement personal licence	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Notification of change of name etc for personal licence	£10.50	*	*	*	*	✓	£10.50	Statutory Fee
Entry on freeholder register	£21.00	*	*	*	*	✓	£21.00	Statutory Fee

Community Protection

Pest Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Standard rated & inclusive of VAT								
Pest Control - Note commercial treatments quoted individually on request								
Pest control treatment for residential properties :- NOTE : Fees are inclusive of VAT								
Rats & Mice								
Rats (max 3 visits)	£73.14	*	*	✓	*	*	£80.00	9.38 %
Rats Concession (max 3 visits)	£18.55	*	*	✓	*	*	£20.16	8.70 %
Rats (repeat visits - not following advice) (max 3 visits)	£120.84	*	*	✓	*	*	£131.40	8.74 %
Rats (repeat visits, not following advice)(Concession) (max 3 visits)	£37.10	*	*	✓	*	*	£40.40	8.89 %
Rats HMO (max 3 visits)	£183.38	*	*	✓	*	*	£199.40	8.74 %
Mice(inside) (max 3 visits)	£73.14	*	*	✓	*	*	£79.60	8.83 %
Mice(inside) Concession (max 3 visits)	£18.55	*	*	✓	*	*	£20.20	8.89 %
Mice(inside) (repeat visits - not following advice) (max 3 visits)	£120.84	*	*	✓	*	*	£131.40	8.74 %
Mice(inside) (repeat visits, not following advice)(Concession) (max 3 visits)	£37.10	*	*	✓	*	*	£40.40	8.89 %
Mice(inside) HMO (max 3 visits)	£183.38	*	*	✓	*	*	£199.40	8.74 %
Wasps/Honets Nests								
Single nest	£54.59	*	✓	*	*	*	£59.40	8.81 %
Single nest concession	£27.30	*	*	✓	*	*	£29.70	8.81 %
Each additional nest treated at the same time	£17.49	*	✓	*	*	*	£19.10	9.21 %
Each additional nest treated at the same time concession	£8.75	*	*	✓	*	*	£9.60	9.78 %
Fleas								
Fleas - Upto and inc 3 bed house (per visit)								
>3 bed house	£103.88	*	*	✓	*	*	£113.00	8.78 %
Concessionary Rate	£115.54	*	*	✓	*	*	£125.60	8.71 %
>3 bed house	£26.77	*	*	✓	*	*	£29.10	8.72 %
Fleas - per visit HMO	£40.81	*	*	✓	*	*	£44.40	8.80 %
Fleas - per visit HMO	£242.74	*	✓	*	*	*	£263.90	8.72 %
Cockroaches								
Cockroaches	£96.46	*	✓	*	*	*	£104.90	8.75 %
Cockroaches Concession	£48.23	*	*	✓	*	*	£52.50	8.85 %
Cockroaches HMO	£219.42	*	✓	*	*	*	£238.60	8.74 %
Bedbugs								
Bed bugs- - Upto and inc 3 bed house (per visit)	£134.62	*	✓	*	*	*	£146.40	8.75 %
>3 beds	£162.71	*	*	✓	*	*	£176.90	8.72 %
Bed Bugs Concession	£52.47	*	*	✓	*	*	£57.10	8.82 %
>3 beds	£65.72	*	✓	*	*	*	£71.50	8.79 %
Bed bugs HMO	£269.24	*	✓	*	*	*	£292.70	8.71 %
Squirrels(internal only, 3 visits)	£180.20	*	✓	*	*	*	£180.20	NO CHANGE
Glis Glis								
Annual charge	£475	*	*	✓	*	*	£516.20	8.70 %
Annual charge concession	£90.10	*	*	✓	*	*	£98.00	8.77 %
Weekly treatment - Daily (mon- Fri)	150.52	*	*	✓	*	*	£163.70	8.76 %
Ants (pharaoh only)								
Ants	£114.48	*	✓	*	*	*	£124.50	8.75 %
Ants concession	£57.24	*	✓	*	*	*	£62.30	8.84 %
Other insects (Inside)								
Other insects (Inside)	£114.48	*	✓	*	*	*	£114.48	NO CHANGE
Other insects (Inside) Concession	£57.24	*	✓	*	*	*	£57.24	NO CHANGE
Advice visit to identify pest.	£32.86	*	✓	*	*	*	£35.80	8.95 %
Advice visit to identify pest (Concession).	£16.43	*	✓	*	*	*	£17.90	8.95 %

Community Protection

Dogs

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Where an <u>agreement is in place</u> , the charge would be subject to VAT at the Standard rate. Where an agreement is NOT in place, the charge would be Outside Scope for VAT purposes.								
STRAY DOGS								
Stray dogs fine (set by statute)	£25.00	*	*	*	*	✓	£25.00	NO CHANGE
1st Day Kennelling charge & administration	£92.75	*	✓	*	*	*	£101.00	8.89 %
Concessionary rate	£46.38	*	✓	*	*	*	£50.50	8.89 %
Additional daily Kennel Charges	£14.05	*	✓	*	*	*	£20.00	42.40 %
Concessionary rate	£7.16	*	✓	*	*	*	£10.00	39.76 %

Community Protection

Abandoned Vehicles

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
ABANDONED VEHICLES (Statutory Charges) (On Road - Outside Scope for VAT) (Off Road E.G. Private Land - Standard Rated)								
Removal of vehicle on road not substantially damaged, or 2 wheeled vehicle on or off road								
equal to or less than 3.5 tonnes	£150.00	*	*	*	*	✓	£150.00	Statutory Fee
exceeding 3.5 tonne but less than 7.5 tonnes	£200.00	*	*	*	*	✓	£200.00	Statutory Fee
exceeding 7.5 tonnes	£350.00	*	*	*	*	✓	£350.00	Statutory Fee
Removal of vehicle on road substantially damaged excluding 2 wheeled vehicle								
equal to or less than 3.5 tonnes	£250.00	*	*	*	*	✓	£250.00	Statutory Fee
exceeding 3.5 tonnes but less than 7.5 tonnes	£650.00	*	*	*	*	✓	£650.00	Statutory Fee
exceeding 7.5 tonnes *	£2,000.00	*	*	*	*	✓	£2,000.00	Statutory Fee
Removal of vehicle off road not substantially damaged excluding 2 wheeled vehicle								
equal to or less than 3.5 tonnes	£200.00	*	*	*	*	✓	£200.00	Statutory Fee
exceeding 3.5 tonnes but less than 7.5 tonnes	£400.00	*	*	*	*	✓	£400.00	Statutory Fee
exceeding 7.5 tonnes*	£1,000.00	*	*	*	*	✓	£1,000.00	Statutory Fee
Removal of vehicle off road substantially damaged excluding 2 wheeled vehicle								
equal to or less than 3.5 tonnes	£300.00	*	*	*	*	✓	£300.00	Statutory Fee
exceeding 3.5 tonnes but less than 7.5 tonnes	£850.00	*	*	*	*	✓	£850.00	Statutory Fee
exceeding 7.5 tonnes *	£3,000.00	*	*	*	*	✓	£3,000.00	Statutory Fee
Storage charge per day								
equal to or less than 3.5 tonnes	£20.00	*	*	*	*	✓	£20.00	Statutory Fee
exceeding 3.5 tonnes but less than 7.5 tonnes	£25.00	*	*	*	*	✓	£25.00	Statutory Fee
exceeding 7.5 tonnes	£30.00	*	*	*	*	✓	£30.00	Statutory Fee
Destruction / disposal								
equal to or less than 3.5 tonnes	£75.00	*	*	*	*	✓	£75.00	Statutory Fee
exceeding 3.5 tonnes but less than 7.5 tonnes	£100.00	*	*	*	*	✓	£100.00	Statutory Fee
exceeding 7.5 tonnes unladen	£125.00	*	*	*	*	✓	£125.00	Statutory Fee
Note: Additional removal charges apply where non standard measures are required to seize and transport vehicles from and across private land to the nearest highway *unladen weight only								
ABANDONED VEHICLES (Non Statutory Charges)								
(On Road - Outside Scope for VAT)								
(Off Road E.G. Private Land - Standard Rated)								
Return of seized vehicle - cost per mile								
equal or less than 3.5 tonnes	£2.54	✓	*	*	*	*	£2.80	10.06 %
exceeding 3.5 tonnes less than 7.5 tonnes	£4.72	✓	*	*	*	*	£5.20	10.24 %
equal to or exceeding 7.5 tonnes	£4.72	✓	*	*	*	*	£5.20	10.24 %
Private Land								
Administration Cost to organise AV removal on Private Land.	£116.60	*	✓	*	*	*	£126.80	8.75 %
Per additional vehicle on same land	£36	*	✓	*	*	*	£39.20	8.77 %

Community Protection

Environmental Services

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Standard rated & exclusive of VAT								
All commercial, non statutory work not listed will be undertaken after provision of a quote and agreeing of a contract. Officer charges per hour for carrying out Works in default (no VAT)								
Business Compliance Officer	£59.63	*	✓	*	*	*	£64.90	8.85 %
Business development Officer	£59.63	*	✓	*	*	*	£64.90	8.85 %
Strategic Project Manager	£59.63	*	✓	*	*	*	£64.90	8.85 %
Energy and Renewal Officer	£59.63	*	✓	*	*	*	£64.90	8.85 %
Community Safety Coordinator	£59.63	*	✓	*	*	*	£64.90	8.85 %
Assistant Licensing Officer	£49.37	*	✓	*	*	*	£53.70	8.76 %
Licensing Officer	£54.37	*	✓	*	*	*	£59.10	8.70 %
Support Officer	£49.37	*	✓	*	*	*	£53.70	8.76 %
Support Team Co-ordinator	£49.37	*	✓	*	*	*	£53.70	8.76 %
Environmental Health Technical Officer	£49.37	*	✓	*	*	*	£53.70	8.76 %
Senior Environmental Crime Officer	£59.63	*	✓	*	*	*	£64.90	8.85 %
Environmental Crime Officer	£54.37	*	✓	*	*	*	£59.10	8.70 %
Town Enforcement Officer	£49.37	*	✓	*	*	*	£53.70	8.76 %
Environmental Health Officer	£59.63	*	✓	*	*	*	£64.90	8.85 %
Senior Environmental Health Officer	£63.87	*	✓	*	*	*	£69.50	8.82 %
Environmental Health Manager	£70.30	*	✓	*	*	*	£76.50	8.82 %
Section Head	£75.83	*	✓	*	*	*	£82.50	8.79 %
Report for solicitor / victim for use in legal action / claim (such as health & safety reports, noise nuisance, reports etc). Work as above Amount to be submitted with request								
List of authorised processes and other pollution registers								
Hard copy of Food Premises Register	£0.11	*	✓	*	*	*	£0.12	8.70 %
Hard copy of Licensed HMO Public Register	£0.11	*	✓	*	*	*	£0.12	8.70 %
(Where allowed by law) per single sheet of A4 paper	£0.11	*	✓	*	*	*	£0.12	8.70 %
More complex work								
Probably including active data gathering, site visits, interviews etc. Minimum charge first two hours where additional time charged in 15 minute blocks - only where not covered by FOI Act. Amount to be submitted with request	upon request	*	✓	*	*	*	upon request	
Environmental Information Requests								
EIR Request (Per hour)	£76.32	*	✓	*	*	*	£83.00	8.75 %
Housing standards inspection for immigration purposes (customer has the choice to use either the local authority or the private sector)								
Standard Service (within 10 days)	£177.02	*	✓	*	*	*	£192.50	8.74 %
Priority Service (within 3 days)	£286.20	✓	*	*	*	*	£311.10	8.70 %
Exempt for VAT purposes								
Level 2 Award in Food Safety in Catering Candidate Fee	£53.00	✓	*	*	*	*	£57.70	8.87 %

Community Protection

Environmental Services

Prices quoted below are exclusive of VAT

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Food Export Certificate Electronic	£51.41	*	✓	*	*	*	£55.90	8.73 %
Food Export Certificate Hard Copy	£63.60	*	✓	*	*	*	£69.20	8.81 %
Food Hygiene Rating Scheme re-assessment charge	£180.20	*	✓	*	*	*	£195.90	8.71 %
Houses in Multiple Occupation (HMO)								
Fast track process licensing application for new or renewals (within 5 days)	£349.80	✓	*	*	*	*	£380.30	8.72 %
HMO Licensing New Application Fee	£1,356.80	*	✓	*	*	*	£1,474.90	8.70 %
Concessionary rate for Charities (20% discount)	£1,081.20	*	*	✓	*	*	£1,175.30	8.70 %
HMO Licensing Renewal Application Fee	£1,128.90	*	✓	*	*	*	£1,227.20	8.71 %
Concessionary rate for Charities (20% discount)	£903.12	*	*	✓	*	*	£981.70	8.70 %
HMO Assisted Licence Application Fee	£314.82	*	*	✓	*	*	£342.30	8.73 %
(where release agreed/requested by landlord)	£30.74	*	✓	*	*	*	£33.50	8.98 %
HMO Survey - 2 storey or less	£429.30	✓	*	*	*	*	£466.70	8.71 %
HMO Survey - 3 storey	£636.00	✓	*	*	*	*	£691.40	8.71 %
	£371.00	✓	*	*	*	*	£403.30	8.71 %
Housing Enforcement Charges								
Charge to cover expenses if an enforcement notice is served under the Housing Act 2004	£303.16	*	✓	*	*	*	£329.60	8.72 %

Corporate Strategy and Customer Services

Information Unit and Customer Services

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Street Naming and Numbering :- Change to existing property	£132.50	✓	✗	✗	✗	✗	£144.10	8.75 %
New Build								
1 Plot	£132.50	✓	✗	✗	✗	✗	£144.10	8.75 %
For each additional plot/unit	£42.40						£46.10	8.73 %
New street name and postal numbers for a new development	£583.00 fee for	✓	✗	✗	✗	✗	£633.80	8.71 %
Existing property - registration of property details with Royal Mail and / or utility companies	£132.50 per	✓	✗	✗	✗	✗	£144.10	8.75 %
Renaming a street at the request of residents	£1,060.00 plus						£1,152.30	8.71 %
Per property	£42.40	✓	✗	✗	✗	✗	£46.10	8.73 %

Housing and Wellbeing

Housing

Description	Current Charge £	Pricing Strategy					Proposed Charge £	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Average weekly hostel rents and service charges	£177.55	✘	✓	✘	✘	✘	£193.00	8.70 %
Managed dwelling rents	£222.67	✘	✓	✘	✘	✘	£242.10	8.72 %
Bed & Breakfast/Nightly let weekly Charge	£159.00	✘	✓	✘	✘	✘	£172.90	8.74 %

Environment

Parking

Prices quoted below are exclusive of VAT except for car parking at The Avenue, Town Hall and Longspring

Description	Current Charge £	Pricing Strategy					Proposed Charge From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
On Street pay and display								
Inner CPZ P&D charge per hour	£1.60	*	✓	*	*	*	£2.00	25.00 %
Outer CPZ P&D charge per hour	£1.10	*	✓	*	*	*	£1.60	45.45 %
Eastbury Road (on-st P&D)								
12 mins	£0.30	*	*	✓	*	*	£0.30	NO CHANGE
24 mins	£0.50	*	*	✓	*	*	£0.50	NO CHANGE
36 mins	£0.70	*	*	✓	*	*	£0.70	NO CHANGE
48 mins	£0.90	*	*	✓	*	*	£0.90	NO CHANGE
1 hour	£1.10	*	*	✓	*	*	£1.10	NO CHANGE
2 hours	£2.20	*	*	✓	*	*	£2.20	NO CHANGE
3 hours	£3.30	*	*	✓	*	*	£3.30	NO CHANGE
All day (New)	£5.00						£5.00	
Standard rated & inclusive of VAT								
The Avenue Car Park: 7 a.m. to 5 p.m. - 80p per hour								
1 Hour	£0.80	*	*	✓	*	*	£1.00	25.00 %
2 Hours	£1.60	*	*	✓	*	*	£2.00	25.00 %
3 Hours	£2.40	*	*	✓	*	*	£3.00	25.00 %
4 Hours	£3.20	*	*	✓	*	*	£4.00	25.00 %
All day till midnight	£6.00	*	*	✓	*	*	£6.00	NO CHANGE
5 p.m. to midnight	£2.50	*	*	✓	*	*	£3.00	20.00 %
Season tickets per annum	£800.00	*	*	✓	*	*	£870.00	8.75 %
Town Hall Car Park								
Monday - Friday 5 p.m. to midnight and Saturday & Sunday 5 p.m. to midnight								
1 Hour	£0.80	*	*	✓	*	*	£0.90	12.50 %
2 Hours	£1.60	*	*	✓	*	*	£1.80	12.50 %
3 Hours	£2.40	*	*	✓	*	*	£2.70	12.50 %
4 Hours	£3.20	*	*	✓	*	*	£3.60	12.50 %
All day till midnight	£6.00	*	*	✓	*	*	£6.00	NO CHANGE
5 p.m. to midnight	£2.50	*	*	✓	*	*	£2.70	8.00 %
Cassiobury Car Park								
Monday - Sunday (8am - 10pm)								
Up to 2 hours - Free								
3 hours	£2.00	*	*	✓	*	*	£3.00	50.00 %
4 hours	£3.00	*	*	✓	*	*	£4.00	33.33 %
5 hours	£4.00	*	*	✓	*	*	£5.00	25.00 %
6 hours	£5.00	*	*	✓	*	*	£6.00	20.00 %
Oxhey Activity Park								
Monday - Sunday (7am - 7pm)								
Up to 1 hour - Free								
2 hours	£2.00	*	*	✓	*	*	£2.20	10.00 %
3 hours	£3.00	*	*	✓	*	*	£3.30	10.00 %
4 hours	£4.00	*	*	✓	*	*	£4.40	10.00 %
Longspring Charges								
Monday - Saturday								
1 hour	£0.70	*	*	✓	*	*	£0.70	NO CHANGE
Up to 2 hours	£1.00	*	*	✓	*	*	£1.00	NO CHANGE
2 to 4 hours	£1.60	*	*	✓	*	*	£1.60	NO CHANGE
4+ hours; all day	£3.00	*	*	✓	*	*	£3.00	NO CHANGE
Between 5 pm - 9 pm	£1.00	*	*	✓	*	*	£1.00	NO CHANGE
Outside Scope for VAT purposes								
Harebreaks Car park (8am - 9pm)								
Monday - Saturday								
1 hour	£0.60	*	*	✓	*	*	£0.60	NO CHANGE
Up to 2 hours	£1.00	*	*	✓	*	*	£1.00	NO CHANGE
2 to 4 hours	£1.60	*	*	✓	*	*	£1.60	NO CHANGE
4+ hours; all day	£3.00	*	*	✓	*	*	£3.00	NO CHANGE
Between 5 pm - 9 pm	£1.00	*	*	✓	*	*	£1.00	NO CHANGE

Environment

Parking

Prices quoted below are exclusive of VAT except for car parking at The Avenue, Town Hall and Longspring

Description	Current Charge £	Pricing Strategy					Proposed Charge From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Parking Penalties								
Serious Contravention	£50.00	*	✓	*	*	✓	£50.00	Statutory Fee
More Serious Contravention	£70.00	*	✓	*	*	✓	£70.00	Statutory Fee
Permit Charges								
These charges are calculated from their hourly counterparts as these are now the most common forms of permit								
full cpz 1st permit	£28.00	*	✓	*	*	*	£31.00	10.71 %
full cpz 2nd permit	£61.00	*	✓	*	*	*	£66.00	8.20 %
fullcpz V Vouchers 40 1hour (16p / hr)	£6.40	*	✓	*	*	*	£8.00	25.00 %
fullcpz V Vouchers 20 4hour (16p / hr)	£12.80	*	✓	*	*	*	£16.00	25.00 %
fullcpz 1 day vouchers 5	£4.75	*	✓	*	*	*	£7.50	57.89 %
fullcpz 1 week v voucher	£4.50	*	✓	*	*	*	£7.50	66.67 %
fullcpz Business permit inner zone	£300.00	*	✓	*	*	*	£325.00	8.33 %
fullcpz Business permit outer zone	£150.00	*	✓	*	*	*	£165.00	10.00 %
Medical Permits (DHV)	£28.00	*	✓	*	*	*	£31.00	10.71 %
subsequent	£61.00	*	✓	*	*	*	£66.00	8.20 %
Car Park pass cards for disabled residents	£10.00	*	✓	*	*	*	£10.00	NO CHANGE
Parking Dispensations/bay suspensions :-								
Per bay per day	£20.00	*	✓	*	*	*	£20.00	NO CHANGE
Per bay per week first 2 weeks	£120.00	*	✓	*	*	*	£120.00	NO CHANGE
Per bay per week 3 weeks or more	£100.00	*	✓	*	*	*	£100.00	NO CHANGE

Planning, Infrastructure and Economy

Building Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Standard rated & inclusive of VAT								
New Dwellings								
1 new dwelling								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£632.00	*	✓	*	*	*	£695.00	9.97 %
Building Notice	£1,072.00	*	✓	*	*	*	£1,179.00	9.98 %
Regularisation	£1,340.00	*	✓	*	*	*	£1,474.00	10.00 %
1 new dwelling over 200m²								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£697.00	*	✓	*	*	*	£767.00	10.04 %
Building Notice	£1,137.00	*	✓	*	*	*	£1,251.00	10.03 %
Regularisation	£1,421.00	*	✓	*	*	*	£1,563.00	9.99 %
2 new dwellings								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£858.00	*	✓	*	*	*	£944.00	10.02 %
Building Notice	£1,298.00	*	✓	*	*	*	£1,428.00	10.02 %
Regularisation	£1,623.00	*	✓	*	*	*	£1,785.00	9.98 %
3 new dwellings								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£1,086.00	*	✓	*	*	*	£1,195.00	10.04 %
Building Notice	£1,523.00	*	✓	*	*	*	£1,675.00	9.98 %
Regularisation	£1,904.00	*	✓	*	*	*	£2,094.00	9.98 %
4 new dwellings								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£1,313.00	*	✓	*	*	*	£1,444.00	9.98 %
Building Notice	£1,753.00	*	✓	*	*	*	£1,928.00	9.98 %
Regularisation	£2,191.00	*	✓	*	*	*	£2,410.00	10.00 %
5 new dwellings								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£1,682.00	*	✓	*	*	*	£1,850.00	9.99 %
Building Notice	£2,122.00	*	✓	*	*	*	£2,334.00	9.99 %
Regularisation	£2,653.00	*	✓	*	*	*	£2,918.00	9.99 %
6 new dwellings								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£1,930.00	*	✓	*	*	*	£2,123.00	10.00 %
Building Notice	£2,370.00	*	✓	*	*	*	£2,607.00	10.00 %
Regularisation	£2,963.00	*	✓	*	*	*	£3,259.00	9.99 %
Conversion of dwelling to form 1 dwelling								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£515.00	*	✓	*	*	*	£567.00	10.10 %
Building Notice	£845.00	*	✓	*	*	*	£930.00	10.06 %
Regularisation	£1,056.00	*	✓	*	*	*	£1,162.00	10.04 %
Conversion of dwelling to form 1 flat								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£449.00	*	✓	*	*	*	£494.00	10.02 %
Building Notice	£779.00	*	✓	*	*	*	£857.00	10.01 %
Regularisation	£974.00	*	✓	*	*	*	£1,071.00	9.96 %
Conversion of dwelling into 2 flats								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£515.00	*	✓	*	*	*	£567.00	10.10 %
Building Notice	£845.00	*	✓	*	*	*	£930.00	10.06 %
Regularisation	£1,056.00	*	✓	*	*	*	£1,162.00	10.04 %
Conversion of dwelling into 3 flats								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£579.00	*	✓	*	*	*	£637.00	10.02 %
Building Notice	£909.00	*	✓	*	*	*	£1,000.00	10.01 %
Regularisation	£1,136.00	*	✓	*	*	*	£1,250.00	10.04 %
Conversion of dwelling into 4 flats								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£645.00	*	✓	*	*	*	£710.00	10.08 %
Building Notice	£975.00	*	✓	*	*	*	£1,073.00	10.05 %
Regularisation	£1,219.00	*	✓	*	*	*	£1,341.00	10.01 %

Fees for additional dwellings are based on volumes built

Planning, Infrastructure and Economy

Building Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Extensions								
Extension - Internal floor area under 10m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£320.00	*	✓	*	*	*	£352.00	10.00 %
Building Notice	£650.00	*	✓	*	*	*	£715.00	10.00 %
Regularisation	£813.00	*	✓	*	*	*	£894.00	9.96 %
Extension - Internal floor area under 10m² plus alterations under £5,000								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£353.00	*	✓	*	*	*	£388.00	9.92 %
Building Notice	£683.00	*	✓	*	*	*	£751.00	9.96 %
Regularisation	£854.00	*	✓	*	*	*	£939.00	9.95 %
Extension - Over 10m² and under 40m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£579.00	*	✓	*	*	*	£637.00	10.02 %
Building Notice	£909.00	*	✓	*	*	*	£1,000.00	10.01 %
Regularisation	£1,136.00	*	✓	*	*	*	£1,250.00	10.04 %
Extension - Over 10m² and under 40m² plus alterations under £5,000								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£579.00	*	✓	*	*	*	£637.00	10.02 %
Building Notice	£942.00	*	✓	*	*	*	£1,036.00	9.98 %
Regularisation	£1,178.00	*	✓	*	*	*	£1,296.00	10.02 %
Extension - Over 40m² and under 100m²								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£730.00	*	✓	*	*	*	£803.00	10.00 %
Building Notice	£1,170.00	*	✓	*	*	*	£1,287.00	10.00 %
Regularisation	£1,463.00	*	✓	*	*	*	£1,609.00	9.98 %
Extension - Over 40m² and under 100m² plus alterations under £5,000								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£762.00	*	✓	*	*	*	£838.00	9.97 %
Building Notice	£1,202.00	*	✓	*	*	*	£1,322.00	9.98 %
Regularisation	£1,505.00	*	✓	*	*	*	£1,656.00	10.03 %
Extension - Over 10m² and under 40m² plus loft conversion under 40m²								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£803.00	*	✓	*	*	*	£883.00	9.96 %
Building Notice	£1,243.00	*	✓	*	*	*	£1,367.00	9.98 %
Regularisation	£1,554.00	*	✓	*	*	*	£1,709.00	9.97 %
Extension - Over 40m² and under 100m² plus loft conversion under 40m²								
Plan Fee	£440.00	*	✓	*	*	*	£484.00	10.00 %
Inspection Fee	£858.00	*	✓	*	*	*	£944.00	10.02 %
Building Notice	£1,298.00	*	✓	*	*	*	£1,428.00	10.02 %
Regularisation	£1,623.00	*	✓	*	*	*	£1,785.00	9.98 %

Planning, Infrastructure and Economy

Building Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Conversion								
Loft Conversion under 40m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£313.00	*	✓	*	*	*	£344.00	9.90 %
Building Notice	£643.00	*	✓	*	*	*	£707.00	9.95 %
Regularisation	£804.00	*	✓	*	*	*	£884.00	9.95 %
Loft Conversion over 40m² under 100m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£349.00	*	✓	*	*	*	£384.00	10.03 %
Building Notice	£679.00	*	✓	*	*	*	£747.00	10.01 %
Regularisation	£849.00	*	✓	*	*	*	£934.00	10.01 %
Garage Conversion under 40m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£264.00	*	✓	*	*	*	£290.00	9.85 %
Building Notice	£594.00	*	✓	*	*	*	£653.00	9.93 %
Regularisation	£743.00	*	✓	*	*	*	£817.00	9.96 %
Basement Conversion under 40m²								
Plan Fee	£330.00	*	✓	*	*	*	£363.00	10.00 %
Inspection Fee	£264.00	*	✓	*	*	*	£290.00	9.85 %
Building Notice	£594.00	*	✓	*	*	*	£653.00	9.93 %
Regularisation	£743.00	*	✓	*	*	*	£817.00	9.96 %
Building Work								
Garage / Carport between 30m² and 60m²								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£324.00	*	✓	*	*	*	£356.00	9.88 %
Building Notice	£544.00	*	✓	*	*	*	£598.00	9.93 %
Regularisation	£680.00	*	✓	*	*	*	£748.00	10.00 %
Outbuilding between 30m² and 60m²								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£324.00	*	✓	*	*	*	£356.00	9.88 %
Building Notice	£544.00	*	✓	*	*	*	£598.00	9.93 %
Regularisation	£680.00	*	✓	*	*	*	£748.00	10.00 %
Load bearing wall removal								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£125.00	*	✓	*	*	*	£138.00	10.40 %
Building Notice	£345.00	*	✓	*	*	*	£380.00	10.14 %
Regularisation	£431.00	*	✓	*	*	*	£474.00	9.98 %
Chimney Breast Removal								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£125.00	*	✓	*	*	*	£138.00	10.40 %
Building Notice	£345.00	*	✓	*	*	*	£380.00	10.14 %
Regularisation	£431.00	*	✓	*	*	*	£474.00	9.98 %
Upgrading thermal elements (walls, roofs, floors)								
Plan Fee	£165.00	*	✓	*	*	*	£182.00	10.30 %
Inspection Fee	£65.00	*	✓	*	*	*	£72.00	10.77 %
Building Notice	£230.00	*	✓	*	*	*	£253.00	10.00 %
Regularisation	£288.00	*	✓	*	*	*	£317.00	10.07 %
Installation of solar panels under 8 units								
Plan Fee	£165.00	*	✓	*	*	*	£182.00	10.30 %
Inspection Fee	£65.00	*	✓	*	*	*	£72.00	10.77 %
Building Notice	£230.00	*	✓	*	*	*	£253.00	10.00 %
Regularisation	£288.00	*	✓	*	*	*	£317.00	10.07 %
Alterations up to £5,000								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£125.00	*	✓	*	*	*	£138.00	10.40 %
Building Notice	£345.00	*	✓	*	*	*	£380.00	10.14 %
Regularisation	£431.00	*	✓	*	*	*	£474.00	9.98 %
Alterations between £5,000 up to £10,000								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£316.00	*	✓	*	*	*	£348.00	10.13 %
Building Notice	£536.00	*	✓	*	*	*	£590.00	10.07 %
Regularisation	£670.00	*	✓	*	*	*	£737.00	10.00 %

Planning, Infrastructure and Economy

Building Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Alterations between £10,000 up to £15,000								
Plan Fee	£220.00	*	✓	*	*	*	£242.00	10.00 %
Inspection Fee	£353.00	*	✓	*	*	*	£388.00	9.92 %
Building Notice	£573.00	*	✓	*	*	*	£630.00	9.95 %
Regularisation	£716.00	*	✓	*	*	*	£788.00	10.06 %
Installation of replacement windows / doors under 10 units								
Plan Fee	£165.00	*	✓	*	*	*	£182.00	10.30 %
Inspection Fee	£113.00	*	✓	*	*	*	£124.00	9.73 %
Building Notice	£278.00	*	✓	*	*	*	£306.00	10.07 %
Regularisation	£348.00	*	✓	*	*	*	£383.00	10.06 %
Roof Replacment								
Plan Fee	£165.00	*	✓	*	*	*	£182.00	10.30 %
Inspection Fee	£113.00	*	✓	*	*	*	£124.00	9.73 %
Building Notice	£278.00	*	✓	*	*	*	£306.00	10.07 %
Regularisation	£348.00	*	✓	*	*	*	£383.00	10.06 %
Demolition								
Plan Fee	£110.00	*	✓	*	*	*	£121.00	10.00 %
Electrical works up to £10,000 estimated costs of works								
Building Notice	£400.00	*	✓	*	*	*	£440.00	10.00 %
Regularisation	£475.00	*	✓	*	*	*	£523.00	10.11 %

Planning, Infrastructure and Economy

Development Control

Description	Current Charge £	Pricing Strategy				Proposed Charge £	Increase %	
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			STATUTORY
Outside Scope for VAT purposes								
DEVELOPMENT CONTROL FEES								
OPERATIONS								
Outline applications for development in Categories 1,2 & 3								
a) where the site area does not exceed 2.5 hectares	£462 per 0.1 hectare	*	*	*	*	✓	£462 per 0.1 hectare	NO CHANGE
b) where the site area exceeds 2.5 hectares - □ see below	£11,432.40	*	*	*	*	✓	£11,432.40	NO CHANGE
□ - Indicates a further charge for each additional 0.1 hectare in excess of 2.5 hectares	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 1 - New dwellings								
a) where the no of dwellings created is 50 or fewer	£462 per dwelling	*	*	*	*	✓	£462 per dwelling	NO CHANGE
a) where the no of dwellings created is more than 50 - ●	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
● - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 2 - Erection of buildings except those in Categories 1,3,4,5 or 7								
a) where no floorspace is to be created	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
b) where the gross floorspace does not exceed 40m ²	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
c) where the gross floorspace exceeds 40m ² but not 75m ²	£462.00	*	*	*	*	✓	£462.00	NO CHANGE
d) where the gross floorspace exceeds 75m ² but not 3750m ²	£462 per 75 sqm	*	*	*	*	✓	£462 per 75 sqm	NO CHANGE
e) where the gross floorspace exceeds 3750m ² - ❖	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
❖ - Indicates a further charge for each 75m ² in excess of 3750m ²	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 3 - Agricultural buildings except glasshouses								
a) where gross floorspace does not exceed 465 m ²	£96.00	*	*	*	*	✓	£96.00	NO CHANGE
b) where gross floorspace exceeds 465m ² but < 540m ²	£462.00	*	*	*	*	✓	£462.00	NO CHANGE
c) where gross floorspace exceeds 540m ² but < 4215m ²	£462 for first 520 sqm plus plus	*	*	*	*	✓	£462 for first 520 sqm plus	NO CHANGE
d) where gross floorspace exceeds 4215m ² ▶ see below	£462.00 each extra 75 sq m	*	*	*	*	✓	£462.00 each extra 75 sq m	NO CHANGE
▶ - Indicates a further charge for each 75m ² in excess of 4215m ²	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 4 - Glasshouses								
a) where gross floorspace does not exceed 465 m ²	£96.00	*	*	*	*	✓	£96.00	NO CHANGE
b) where gross floorspace exceeds 465m ²	£2,580.00	*	*	*	*	✓	£2,580.00	NO CHANGE
Category 5 - Erection, alteration or replacement of plant or machinery								
a) where the site area does not exceed 5 hectares	£462.00 per 0.1 hectare	*	*	*	*	✓	£462.00 per 0.1 hectare	NO CHANGE
b) where the site area exceeds 5 hectares - ▲ see below	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
▲ - Indicates a further charge for each 0.1 hectare in excess of 5 hectares	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 6 - Enlargement, improvement or other alteration of existing dwellings								
a) where the application relates to 1 dwelling	£206.40	*	*	*	*	✓	£206.40	NO CHANGE
b) where the application relates to 2 or more dwellings	£406.80	*	*	*	*	✓	£406.80	NO CHANGE
Category 7 - Operations within the curtilage of an exiting dwelling for purposes ancillary to the enjoyment of the dwelling, including the erection or construction of gates, fences, walls or other means of enclosure along the boundary of the curtilage								
Category 8 - Construction of car parks, service roads and other means of access on land used for the purpose of a single undertaking, where the development is required for a purpose incidental to the existing use of land	£206.40	*	*	*	*	✓	£206.40	NO CHANGE
Category 9 - Operations connected with exploratory drilling for oil or natural gas	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
Category 10 - Other operations not within Categories 1-9								
a) in cases of mining extraction								
i) where the site area does not exceed 15 hectares	£462.00 per 0.1 hectare	*	*	*	*	✓	£462.00 per 0.1 hectare	NO CHANGE
ii) where the site area exceeds 15 hectares - ▼ see below	£34,934.40	*	*	*	*	✓	£34,934.40	NO CHANGE
▼ - Indicates a further charge for each 0.1 hectare in excess of 15 hectares	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
b) in any other case	£234.00 per hectare	*	*	*	*	✓	£234.00 per hectare	NO CHANGE

Planning, Infrastructure and Economy

Development Control

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
DEVELOPMENT CONTROL FEES								
OPERATIONS (Continued)								
Category 11 - Change of use of a building to residential								
a) from an existing dwelling								
i) to 2 to 50 dwellings	£492.00 for each additional	*	*	*	*	✓	£492.00 for each additional	NO CHANGE
ii) to more than 50 dwellings - ♣ see below	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
♣ - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
b) from a building other than a dwelling								
i) up to 50 dwellings	£462.00 per dwelling	*	*	*	*	✓	£462.00 per dwelling	NO CHANGE
ii) to more than 50 dwellings - • see below	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE
• - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 12 - Use of land for disposal of refuse or waste materials or as open mineral storage								
a) where the site area does not exceed 15 hectares	£234.00 per 0.1 hectare	*	*	*	*	✓	£234.00 per 0.1 hectare	NO CHANGE
b) where the site area exceeds 15 hectares - — see below	£34,934.40	*	*	*	*	✓	£34,934.40	NO CHANGE
— - Indicates a further charge for each 0.1 hectare in excess of 15 hectares	£138.00	*	*	*	*	✓	£138.00	NO CHANGE
Category 13 - Material change of use except one falling within Categories 11 and 12	£462.00	*	*	*	*	✓	£462.00	NO CHANGE
ADVERTISEMENTS								
Category 14 - Advertisement relating to business on the premises								
	£132.00	*	*	*	*	✓	£132.00	NO CHANGE
Category 15 - Advance directional sign								
	£132.00	*	*	*	*	✓	£132.00	NO CHANGE
Category 16 - All other advertisements								
	£462.00	*	*	*	*	✓	£462.00	NO CHANGE
DETERMINATIONS								
Category 17 - Prior approval								
a) agricultural or forestry buildings	£96.00	*	*	*	*	✓	£96.00	NO CHANGE
b) demolition of buildings	£96.00	*	*	*	*	✓	£96.00	NO CHANGE
c) telecommunications installations	£462.00	*	*	*	*	✓	£462.00	NO CHANGE
d) development involving a material change of use	£96.00	*	*	*	*	✓	£96.00	NO CHANGE
e) development involving a material change of use and building operations in connection with that change of use	£206.40	*	*	*	*	✓	£206.40	NO CHANGE
ALTERATION OF PERMISSION								
Category 18 - Variation of condition								
	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
Category 19 - Non material amendment								
a) householder development	£33.60	*	*	*	*	✓	£33.60	NO CHANGE
b) other development	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
COMPLIANCE WITH CONDITIONS								
Category 20 - Confirmation of compliance with conditions								
a) relating to development within Categories 6 and 7	£33.60 per request	*	*	*	*	✓	£33.60 per request	NO CHANGE
b) relating to any other development	£116.40 per request	*	*	*	*	✓	£116.40 per request	NO CHANGE
RENEWAL OF PLANNING PERMISSION								
Category 21 - Renewal of planning permission where the development has not commenced								
a) householder development	£68.40	*	*	*	*	✓	£68.40	NO CHANGE
b) major development	£690.00	*	*	*	*	✓	£690.00	NO CHANGE
c) other development	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
LAWFUL DEVELOPMENT								
Category 22 - Lawful Development Certificate								
a) for an existing use of land or operational development	Same fee for an equivalent	*	*	*	*	✓	Same fee for an equivalent	NO CHANGE
b) for non compliance with a condition	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
c) for a proposed use of land or operational development	Half fee of an equivalent planning	*	*	*	*	✓	Half fee of an equivalent	NO CHANGE
APPROPRIATE ALTERNATIVE DEVELOPMENT								
Category 23 - Certificate of appropriate alternative development								
	£234.00	*	*	*	*	✓	£234.00	NO CHANGE
CONCESSION FEES AND EXEMPTIONS								
a) reserved matters application where the applicant's earlier reserved matters applications have incurred total fees at least equal to the fee payable for a reserved matters application for the entire scheme	£462.00	*	*	✓	*	✓	£462.00	NO CHANGE
b) extensions and alterations to a dwelling or works within its curtilage for the benefit of people with disabilities	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE
c) alterations to public buildings in order to provide access for people with disabilities	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE
d) applications required by reason of the removal of 'permitted development' rights either by a planning condition or by an Article 4 Direction	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE

Planning, Infrastructure and Economy

Development Control

Description	Current Charge	Pricing Strategy					Proposed Charge From 1 January 2024	Increase
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
DEVELOPMENT CONTROL FEES CONCESSION FEES AND EXEMPTIONS (Continued)								
e) a revised or new application for development of the same character or description submitted within 12 months of the refusal or withdrawal of an earlier application or within 12 months of the expiry of the statutory 8 week period where the applicant has appealed on grounds of 'non determination'	Free of charge	*	*	*	✓	✓	Free of charge	
f) a revised or new application for development of the same character or description submitted within 12 months of the grant of permission on an earlier application	Free of charge	*	*	*	✓	✓	Free of charge	
g) application for listed building consent or conservation area consent	Free of charge	*	*	*	✓	✓	Free of charge	
h) application made by or on behalf of a club, society or other organisation which is not established or conducted for profit and whose objects are the provision of facilities for sport or recreation which relates to the change of use of land to playing fields or the carrying out of operations (other than the erection of a building) for purposes ancillary to the use of the land as a playing field	£462.00	*	*	✓	*	✓	£489.72	6.00 %
i) a prior approval application for a material change of use made on the same date and by or on behalf of the same applicant as an application for planning permission for the same development	Free of charge	*	*	*	✓	✓	Free of charge	
j) a planning application which is only for the demolition of an unlisted building in a conservation area	Free of charge	*	*	*	✓	✓	Free of charge	
Standard rated & inclusive of VAT								
DEVELOPMENT CONTROL FEES PRE APPLICATION ADVICE								
CATEGORY 1 covers -								
a) householder proposals	£100.00	*	*	*	✓	*	£150.00	50.00 %
b) proposals involving less than 100 sq m of commercial floorspace	£100.00	*	*	*	✓	*	£150.00	50.00 %
c) lawful development certificates	£100.00	*	*	*	✓	*	£150.00	50.00 %
d) listed building consent	£100.00	*	*	*	✓	*	£150.00	50.00 %
e) conservation area consent	£100.00	*	*	*	✓	*	£150.00	50.00 %
CATEGORY 2 covers -								
a) 1 new residential unit (conversion of house into 2 flats)	£200.00	*	*	*	✓	*	£250.00	25.00 %
B) 2-5 residential units 100sqm to 499sqm of non residential floor space	£500.00	*	*	*	✓	*	£600.00	20.00 %
C) 6-10 residential units 500sqm to 999sqm of non residential floor space	£1,000.00	*	*	*	✓	*	£1,400.00	40.00 %
CATEGORY 3 covers :-								
a) from 10 to 24 residential units or where the site area is 0.5 hectare to 1 hectare	£3,000.00	*	✓	*	*	*	£3,500.00	16.67 %
b) from 1000 sq m to 1999 sq m of commercial floorspace								
c) mixed use developments on a site between 0.5 hectare and 1 hectare								
d) change of use of land or buildings involving 500 sq m or more								
CATEGORY 3 follow up meeting. In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£1,500.00	*	*	*	✓	*	£1,750.00	16.67 %
CATEGORY 4 covers :-								
a) 25-49 or residential units	£5,000.00	*	✓	*	*	*	£6,500.00	30.00 %
b) 2,000sqm to 4999sqm of non-residential floorspace	£5,000.00	*	✓	*	*	*	£6,500.00	30.00 %
CATEGORY 4 follow up meeting. In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£2,500.00	*	*	*	✓	*	£3,250.00	30.00 %
CATEGORY 5 covers :-								
a) 50-74 residential units	£7,000.00	*	✓	*	*	*	£8,500.00	21.43 %
b) 5000sqm or more of non-residential floorspace	£7,000.00	*	✓	*	*	*	£8,500.00	21.43 %
CATEGORY 5 follow up meeting. In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£3,500.00	*	*	*	✓	*	£4,250.00	21.43 %
CATEGORY 6 covers :-								
a) 75 or more residential units	£10,000.00	*	*	*	✓	*	£14,000.00	40.00 %
CATEGORY 6 follow up meeting. In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£5,000.00	*	*	*	✓	*	£7,000.00	40.00 %

Planning, Infrastructure and Economy

Land Searches

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Residential Search	£74.20	*	✓	*	*	*	£80.65	8.69 %
Commercial Search	£150.52	*	✓	*	*	*	£163.65	8.72 %
Con 29 optional enquiry	£9.54	*	✓	*	*	*	£10.40	9.01 %
Additional enquiry (E.G. Solicitor)	£10.60	*	✓	*	*	*	£11.55	8.96 %
Enquiry by letter	£15.90	*	✓	*	*	*	£17.30	8.81 %
Additional parcel of land	£14.31	*	✓	*	*	*	£15.55	8.70 %
Question 22 enquiry	£21.73	*	✓	*	*	*	£23.65	8.84 %
Question 21 enquiry	£4.00	*	✓	*	*	*	£4.35	8.70 %
Question 16 enquiry	£4.00	*	✓	*	*	*	£4.35	8.70 %
Question 4 enquiry	£4.00	*	✓	*	*	*	£4.35	8.70 %

Legal

Elections Unit

Description	Current Charge £	Pricing Strategy					Proposed Charge £ From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope for VAT purposes								
Confirmation Letter Fees								
Certification of overseas pension forms	£11.45	*	✓	*	*	*	£12.45 8.70 %	

Revenues and Benefits

Council Tax

Description	Current Charge £	Pricing Strategy					Proposed Charge From 1 January 2024	Increase %
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY		
Outside Scope & exclusive of VAT								
Penalty Charge (Re : Single Person Discount)	£70.00	*	*	*	*	✓	£70.00	NO CHANGE

Agenda Item 14

Part A

Report to: Council

Date of meeting: Tuesday, 17 October 2023

Report author: Head of Finance

Title: Budget Virement Requests - Quarter 1

1.0 Summary

- 1.1 This report sets out the budget virements requested by Officers between budget headings over £100,000, requiring Council approval. Virements are requested in order to facilitate effective financial management, ensuring that budgets accurately reflect planned expenditure and income.
- 1.2 The Council's Scheme of Virement is set out in section 5.0 of the Budget and Policy Procedure Rules which form Part 4(4) of the Council's Constitution.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Budgets are not correctly aligned to expected activity and financial management responsibilities.	Financial management is more challenging and financial risks are harder to identify.	Budgets are realigned by applying the measures in the Council's Scheme of Virement.	Treat	4 (4x1)

3.0 Recommendations

- 3.1 To approve the revenue virements set out in Appendix 1
- 3.2 To approve the capital virements set out in Appendix 2
- 3.3 To agree an increase in the annual budget for the CCTV monitoring contract of £16,000 in 2024/25, £23,000 in 2025/26 and £30,000 in 2026/27.

Further information:

Hannah Doney
hannah.doney@threerivers.gov.uk

Report approved by:

Alison Scott, Shared Director of Finance

4.0 Detailed proposal

- 4.1 The Council’s scheme of virement requires movements between budget headings of £100,000 or over to be approved by Full Council. This applies to both the Council’s revenue and capital budgets. The scheme of virement exists to enable the Mayor, Executive/ Cabinet, Chief Officers and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by the Council.
- 4.2 The revenue virements requested are set out in Appendix 1. All revenue virements requested in this report create a budget for a drawdown from earmarked reserves and the associated expenditure. The use of the reserves was forecast in the Financial Monitoring Report for quarter one.
- 4.3 The Capital Virements and Rephasing requested in Appendix 2 reflect the latest profile for delivery of the capital investment programme and latest cost estimates as reported in the Financial Monitoring Report for quarter one. Updating the capital budgets to reflect the rephasing between financial years will ensure that budget managers are able to accurately forecast in future monitoring reports.
- 4.4 Council is also requested to approve an increase in the revenue budget for future years for the Council’s CCTV monitoring contract. This is required following a recent tender exercise. In order to agree to enter into a new contract, sufficient budget must be allocated by Council to meet the contract costs. The funding of this increase will be considered in the detailed 2024/25 budgetary planning which will be presented to Cabinet and Council in January 2024.
- 4.5 The following table sets out the additional budget required over the new Medium Term Financial Strategy (MTFS) period, 2024/25 to 2026/27:

Financial Year	Current Budget £m	Proposed Budget £m	Change £m
2024/25	0.167	0.183	0.016
2025/26	0.167	0.190	0.023
2026/27	0.167	0.197	0.030

5.0 Implications

5.1 Financial

- 5.1.1 The Shared Director of Finance comments that virements (revenue and capital) and reprofiling (capital only) must net to zero and do not impact on the funding required across the MTFS.
- 5.1.2 The additional budget requirement for the CCTV monitoring contract will be taken into account when agreeing the allocation of resources across the MTFS.

5.2 Legal Issues (Monitoring Officer)

- 5.2.1 The Group Head of Democracy and Governance comments that there are no legal implications directly arising from this report.

5.3 Equalities, Human Rights and Data Protection

- 5.3.1 Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –
- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
 - advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
 - foster good relations between persons who share relevant protected characteristics and persons who do not share them.
- 5.3.2 Having had regard to the council's obligations under s149, it is considered there are no relevant issues arising directly from this report.
- 5.3.3 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 Staffing

- 5.4.1 There are no staffing implications arising from this report.

5.5 Accommodation

- 5.5.1 There are no accommodation implications arising from this report.

5.6 **Community Safety/Crime and Disorder**

5.6.1 Section 17 of the Crime and Disorder Act 1998 requires the council to give due regard to the likely effect of the exercise of its functions on crime and disorder in its area and to do all it reasonably can to prevent these. There are no issues arising from this report.

5.7 **Sustainability**

5.7.1 There are no sustainability implications arising from this report.

Appendices

- Appendix 1 – Revenue Budget Virements
- Appendix 2 – Capital Budget Virements

Background papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

- Financial Monitoring Report 2023/24 – Quarter 1, report to Finance Scrutiny Committee 12 September 2023

Appendix 1

Revenue Budget Virements for approval by Council

Reference	Budget	Income / Expenditure	In year or permanent?	Amount £	Virement Description
001-2023/24	Strategic Finance	Expenditure	In Year	400,000	Utilization of the pension reserve to support 2023/24 pay award on a one off basis. Budget initially allocated to Pay Contingency pending agreement of the pay award.
	General Funding	Income		(400,000)	
002-2023/24	Place	Expenditure	In Year	26,807	Drawdown from the grants and contributions reserve to fund bio diversity net gain Implementation
	General Funding	Income		(26,807)	
003-2023/24	Place	Expenditure	In Year	352,515	Drawdown from the grants and contributions reserve to fund sustainable transport programme.
	General Funding	Income		(352,515)	
004-2023/24	Corporate, Housing and Wellbeing	Expenditure	In Year	100,000	Drawdown from the grants and contributions reserve fund cyber security project.
	General Funding	Income		(100,000)	
005-2023/24	Corporate, Housing and Wellbeing	Expenditure	In Year	100,000	Use of Rent Deposit Guarantee Scheme reserve to support the provision of homelessness accommodation.
	General Funding	Income		(100,000)	
006-2023/24	Place	Expenditure	In Year	214,000	Drawdown from the Riverwell Reserve to offset short term reductions in commercial income.
	General Funding	Income		(214,000)	
007-2023/24	Corporate, Housing and Wellbeing	Expenditure	In Year	143,000	Drawdown from the Sustainability Reserve to fund projects during 2023/24.
	General Funding	Income		(143,000)	
008-2023/24	Strategic Finance	Expenditure	In Year	200,000	Drawdown from the Recovery Renewal Fund to support in year cost pressures driven by inflation.
	General Funding	Income		(200,000)	
Total Virement				0	

In year virements apply only to the current financial year.
Permanent virements create an ongoing budget change.

Appendix 2

Capital Virements and Reprofilng for approval by Council

Reference	Budget	Virement / Reprofilng	2023/24 Amount £	2024/25 Amount £	2025/26 Amount £	2026/27 Amount £	Total £	Virement / Reprofilng Description
Page 167 CAP-001- 23/24	Town Hall Refurbishment	Virement	(2,202,010)	2,127,834			(74,176)	The budget requires realignment to reflect latest budget allocations and delivery profile as reported to the Town Hall Quarter Steering Group.
	Colosseum Refurbishment		(2,066,886)	1,550,000			(516,886)	
	Annexe Refurbishment		(119,294)	0			(119,294)	
	Thq Programme Delivery		141,422	(33,422)			108,000	
	Reimagining Watford		(18,727)	0			(18,727)	
	Decarbonisation Project Salix		(24,063)	0			(24,063)	
	Innovation & Incubation Hub		0	(156,800)			(156,800)	
	Town Hall / Colosseum Fabric Works		680,066	313,745			993,811	
	Regeneration Project		55,000	0			55,000	
	Museum & Heritage		(10,174)	(393,856)			(404,030)	
Colosseum Retender		157,165	0			157,165		
CAP-002- 23/24	Watford Business Park Phase 2 Capital Contingency	Virement	400,000 (400,000)	300,000 (300,000)			700,000 (700,000)	Additional budget requirement for Watford Business Park to be met from contingency budget
CAP-003- 23/24	Riverwell	Reprofilng	(7,127,000)		6,900,000	227,000	0	Budget realignment to reflect latest Riverwell Business Plan
CAP-004- 23/25	Woodside Sports Village	Reprofilng	(822,124)	822,124			0	Service Request for budget rephasing into 2024/25
CAP-005- 23/26	Heritage Trail	Reprofilng	(100,319)	100,319			0	Service Request for budget rephasing into 2024/25
CAP-006- 23/27	TTIW Delivery Programme	Reprofilng	(150,000)	150,000			0	Service Request for budget rephasing into 2024/25
Total Virements and Reprofilng			(11,606,944)	4,479,944	6,900,000	227,000	0	