

**Report to Council – 28 January 2020**

**Report of Licensing Committee – 15 January 2020**

Licensing Committee met on 15 January 2020. The minutes are published on the Council's website.

The following Members were present at the meeting:

Present: Councillor Bolton (Chair)  
Councillor Dychton (Vice Chair)  
Councillors Grimston, Hamid, Hastrick, Jeffree, Khan, Martins, Mauthoor, Mills, Saffery, Smith, Walford and Wenham

Officers: Head of Community Protection  
Environmental Health Manager (Business)  
Democratic Services Officer (AG)

The following included reference to Council.

**11. Licensing Fees and Charges 2020-2021**

The committee received the report of the Head of Community Protection. The Environmental Health Manager (Business) introduced the report. He explained that the report related to the fees and charges that were proposed to be set for the financial year 2020-21 for the various licensing regimes administered by the council. He outlined the recommendations to be considered by the committee as shown in paragraphs 3.1 and 3.2 of the report.

The Environmental Health Manager (Business) summarised the fees that were set by the committee and council. He outlined the general principles that applied to the setting of fees and, in response to a question, he explained how the setting of fees could not be used as an economic deterrent.

The Environmental Health Manager (Business) went on to explain that where fees were calculated on a cost recovery basis, the proposed fees had been raised by 3% to reflect the increased cost in providing the service. The exceptions to this were taxi driver and vehicle licences and private hire operator's licences which had not been increased as the council had been able to offset costs with efficiencies. In response to a question, he explained how the council's finance department provided guidance on the overhead costs to be charged.

The Environmental Health Manager (Business) continued by explaining how the previous year's increase in animal welfare licensing fees had not been challenged and there had not been a significant change in the number of licenses issued.

He concluded by discussing recommendation 3.2 in the report, explaining that the flexibility to amend charges was requested so that officers could, where necessary, respond to changes in pricing and pass on any increased costs or savings to licence holders without requiring further committee approval.

RESOLVED –

1. That the fees and charges set out in appendix 1 of the report, pages 1 and 2, for the financial year 2020/21 be approved and that the fees and charges in appendix 1, pages 3 and 4 be recommended to Council for approval.
2. To delegate to the Head of Community Protection, in consultation with the Chair of Licensing, the authority to increase or decrease charges in respect of the provision of:
  - compulsory door signage for hackney carriages
  - Disclosure and Barring Service and Driver and vehicle licensing Agency checks
  - licence badges and plates.

for the reasons outlined in sections 4.9 and 4.10 of the report.