

Committee: Licensing Committee

Agenda Item

Date: 19 January 2011

5

Title: 2011/12 Fees and charges

**Author: Stephen Joyce
Assistant Chief Executive - Finance
Michael Perry
Assistant Chief Executive - Legal**

Item for decision

Summary

1. This report asks the Committee to set its fees & charges for 2011/12, as set out in Appendix A.
2. Where the Council has discretion over its fees & charges, a review has been carried out by officers which takes into account economic conditions, service objectives and expected activity levels.
3. The rate of VAT changes to 20% with effect from January 2011 and this has been taken into account as part of the review.
4. Changes in fees & charges are within the context of the Council's Medium Term Financial Strategy and 2011/12 Budget Strategy. Inflation (Consumer Prices Index) is currently (November 2010) 3.3%.
5. The Council has a new pricing & concessions policy which takes effect from 1 April 2011. The key principles of the policy are given below, and any exceptions to the policy are also noted for Members' approval.
6. The draft 2011/12 budget for the Committee, later on today's agenda, has been prepared assuming that the fees in this report will be approved. In the event of any changes, budget revisions may be required. If necessary, this will be completed prior to final determination of the 2011/12 budget by Full Council in February.

Recommendations

7. The Committee is recommended to approve the 2011/12 fees & charges as set out in Appendix A.

Background Papers

[Medium Term Financial Strategy](#) approved by Full Council 18 February 2010
[MTFS update report](#) to Finance & Administration Committee 16 September 2010

[2011/12 Budget Strategy report](#) to Finance & Administration Committee 16 September 2010

[Pricing & Concessions Policy](#) report to Finance & Administration Committee 16 September 2010

Impact

Communication/Consultation	No fees or charges are subject to statutory requirements for communication and consultation.
Community Safety	No specific implications.
Equalities	No specific implications.
Finance	The 2011/12 budget has been prepared on the assumption that the fees & charges will be approved. In the event of any variation, the budget may need to be amended.
Human Rights	No specific implications.
Legal implications	The level of charges for some services is subject to statutory provisions.
Sustainability	Some services for which charges are made have an impact on sustainability, and related fees and charges need to be set accordingly.
Ward-specific impacts	No specific implications.
Workforce/Workplace	No specific implications.

Taxi Licensing

8. Fees for this service were revised with effect from October 2010. Lower fees were set with the objective of using up the surplus that has accumulated in previous years. No changes to the tariff are proposed at this stage. A review will be undertaken after the end of the 2010/11 financial to assess progress towards achieving a revenue neutral position. Adjustments to the fee could be made during 2011/12 if deemed necessary.

Alcohol Licensing

9. Fees for this service are subject to a statutory charging regime and therefore setting the fees is not within the discretion of this committee. There are no changes for 2011/12. The scale of charges can be viewed on the Council's website via the hyperlink below.

[Alcohol Licensing Fees](#)

Gambling Act 2005

10. Fees for this service set by UDC but are subject to a statutory cap. The Council's fees are already at the cap and no changes are therefore proposed. The scale of fees can be viewed on the Council's website via the hyperlink below.

[Gambling Act 2005 fees](#)

Animal Licences & Skin Piercing

11. Modest inflationary increases (and passing on the higher rate of VAT in the case of skin piercing) are proposed. Income received covers the cost of providing these services and there are no significant issues to highlight for Members' attention.

New Pricing & Concessions Policy

12. On 16 September 2010 the Finance & Administration Committee approved a new Pricing & Concessions Policy. The objective of the new policy is to ensure greater consistency and fairness in the application of discounts, and greater transparency on the extent to which service costs are covered by the fees.
13. The policy principles are as follows:
 - a) The policy shall apply to all prices and concessions that the Council has discretion to set.
 - b) Car park charges shall be a known exemption to the policy, and will be the subject of separate detailed consideration.
 - c) There shall be consistency in the way charges are calculated and concessions are applied.
 - d) The full cost of the service, including an element for corporate overheads, will be the starting point for calculating charges.

- e) Where alternative service providers are available, market forces will be taken into account when calculating charges.
- f) Any subsidy of the full cost of the service, including an element of corporate overheads, will be made clear and be a conscious decision designed to meet service objectives.
- g) Concessions of 25% will be applied to individuals in receipt of UDC-administered benefits.
- h) There will be no automatic concessions for elderly or disabled customers.
- i) Where possible, income shall be collected in advance of the service being provided.
- j) The responsible Committee may authorise exceptions to the policy where there are sound business reasons to do so, after taking into account advice of the relevant service manager and the Section 151 Officer.

Exceptions to the Policy

- 14. Alcohol and Gambling licences are subject to statutory limitations and are outside the scope of the UDC policy.
- 15. The policy applies to fees for skin piercing, animal licenses and taxi licensing. There are no policy exceptions proposed although the probability of a person qualifying for a concession under the policy is considered low.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Fees & charges do not have the desired effect on service outcomes or budgeted income levels	2 (some risk that variances will occur)	2 (potential impact which could adversely affect service outcomes and/or the council's financial position if not managed)	Budgetary control framework Annual review of fees & charges

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary,
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

LICENSING COMMITTEE FEES & CHARGES

	2010/11 charge excl. VAT	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5%	2010/11 Jan - Mar 2011 charge incl VAT @20%	2010/11 Discounts applied	2011/12 charge excl. VAT	2011/12 charge incl VAT @20%	2011/12 discounts applied	2011/12 Reasons for changes / explanatory comments
	£	£	£		£	£		Reasons for any exceptions to the standard policy
Skin Piercing								
Skin piercing premises + 1 person	107.23	126.00	128.68	none	108.33	130.00	As per policy	Modest inflationary increase only
Skin piercing additional person	47.66	56.00	57.19	none	50.00	60.00	As per policy	Modest inflationary increase only
Animal Licences								
Animal boarding	105.00	no VAT	no VAT	none	110.00	no VAT	As per policy	Inflationary increase only
Dog breeding	105.00	no VAT	no VAT	none	110.00	no VAT	As per policy	Inflationary increase only
Riding Establishment	195.00	no VAT	no VAT	none	200.00	no VAT	As per policy	Inflationary increase only
Pet shop	105.00	no VAT	no VAT	none	110.00	no VAT	As per policy	Inflationary increase only
Dangerous Wild Animals	195.00	no VAT	no VAT	none	200.00	no VAT	As per policy	Inflationary increase only
Zoo licence	525.00	no VAT	no VAT	none	550.00	no VAT	As per policy	Inflationary increase only
Taxi Licensing								
Drivers	40.00	no VAT	no VAT	none	40.00	no VAT	As per policy	Fees reviewed and introduced in October, fees calculated to ensure gradual use of surplus income held in earmarked reserve
Operators	60.00	no VAT	no VAT	none	60.00	no VAT	As per policy	
Vehicles	70.00	no VAT	no VAT	none	70.00	no VAT	As per policy	
CRB checks	36.00	no VAT	no VAT	none	36.00	no VAT	As per policy	
Alcohol Licensing Act 2003								
Statutory Fees - see schedule on UDC website http://www.uttlesford.gov.uk/documents/website/5CLicensing%5CPremises%20Licence%20Forms%2FFee%20Schedule.pdf								
Gambling Act 2005								
Fixed by UDC subject to statutory cap, we are at cap so no changes proposed. See schedule on UDC website http://www.uttlesford.gov.uk/documents/website/Licensing/Gambling%20Act%202005/Fees.doc								