

Licensing Committee

Tuesday 12 November 2019 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors D Cotty (Chairman), E Gill (Vice-Chairman), J Broadhead, T Burton, I Chaudhri, D Clarke, J Furey, J Gracey, R King, J Olorenshaw and P Snow.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

A G E N D A

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not

disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

	<u>PAGE</u>
1. FIRE PRECAUTIONS	4
2. MINUTES	4
3. APOLOGIES FOR ABSENCE	11
4. DECLARATIONS OF INTEREST	11
5. LICENSING FEES AND CHARGES 2020/2021	11
6. EXCLUSION OF PRESS AND PUBLIC	16

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information
(No reports to be considered under this heading).

- b) Confidential Information
(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. **MINUTES**

To confirm and sign, as correct records, the Minutes of the meeting of the Committee held on 25 June 2019 and the Minutes of the Licensing Sub-Committee meetings (Hearings under the Licensing Act 2003) held on 20 March and 4 April 2019. As the parent Committee, Licensing can approve these Minutes where there are no planned forthcoming meetings of the Sub-Committee. The Minutes of the Committee held on 25 June 2019 were circulated to all Members via email in July 2019 and the Sub-Committee Minutes are attached at Appendices 'A' and 'B'.

Runnymede Borough CouncilLICENSING SUB-COMMITTEE
(Hearing under the Licensing Act 2003)20 March 2019 at 7.45pm

Members of the

Sub- Committee Present: Councillors Mrs J Gracey, S A Lewis and Ms A Shepperdson

540. ELECTION OF CHAIRMAN

Councillor Mrs J Gracey was elected as Chairman for the meeting.

541. FIRE PRECAUTIONS

Councillor S A Lewis advised those present of the procedures to be followed in the event of fire or other emergency.

542. PROCEDURE FOR THE CONDUCT OF BUSINESS

The Chairman asked those present to note the procedure for the conduct of business, as set out in the published agenda; she stressed that the Hearing would take the form of an informal discussion and sought to put the personal licence holder, Mr X, at his ease.

543. LICENSING ACT 2003 – PERSONAL LICENCE HOLDER DUTY TO INFORM LICENSING AUTHORITY OF CONVICTION

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 1, 3 and 7 of Schedule 12A to Part 1 of the Act.

The Sub-Committee received and considered a report concerning the failure of a Personal Licence holder to notify the Licensing Authority of a conviction relevant to his employment and a change in address.

The personal licence holder attended the meeting to present his own case but had not exercised his right to be legally represented.

Also present were:

Mr Robert W Smith, Senior Licensing Officer

Mr Piero Ionta, Solicitor

Miss Clare Pinnock, Democratic Services

The meeting was also attended by Councillor Mrs M T Harnden as an observer; she took no part in the meeting.

Mr Smith was invited to present his report to the meeting.

Mr Smith confirmed that the personal licence holder, Mr X, had held a personal licence since May 2016 and had no issues arising prior to being convicted for the relevant offence which was recorded as 'driving or attempting to drive with alcohol above limit' in September 2018. The sentence was disqualification from driving for 14 months and he was fined £120. Mr X had not notified the Licensing Authority of his conviction nor had he advised of a change of address to that given when he applied for a personal licence.

Both of these he was required to do under Sections 132(2)(a) and 127 of the Licensing Act respectively.

The Police advised the Licensing Authority of Mr X's conviction in January 2019 and Mr Smith had served notice on Mr X in February 2019, having located him at temporary accommodation in the borough.

Mr Smith confirmed that under Section 138(2) of the Policing and Crime Act 2017 the power to suspend or revoke a personal licence could not be delegated to Officers, but that the discretionary nature of the powers allowed Officers to refer the matter to a Hearing for determination, which Officers had concluded was appropriate in this case.

Mr Smith directed Members towards the relevant Guidance concerning convictions, to Mr X's written representation which explained some of the background to his conviction including the mitigating personal circumstances and he confirmed that the conviction did not record any decision regarding the personal licence. Mr Smith also advised the Hearing that there was no provision in the Licensing Act to take into account an offence of using a vehicle while uninsured which had been revealed when Mr X had given Mr Smith permission to view his online driving record.

Mr Smith confirmed that at the time of serving the notice under Section 132A(4) of the Licensing Act 2003, Mr X was homeless but living in accommodation at a local public house.

Mr X was then invited to present his case. He gave a full and frank account of the events which led to his conviction for 'drink driving' and the situation in which he found himself which was both distressing and had affected him personally and professionally. Of particular note were unsubstantiated claims made by a family member which had not been pursued by the Police but which nevertheless had a significantly detrimental effect on his mental and physical wellbeing as well as leading to the breakdown of family relationships. Mr X explained the importance of holding a personal licence; the independence it gave him and the flexibility it afforded to him in terms of where and when he could work. Mr X stated that there were some discrepancies around the circumstances of the conviction and some administrative confusion caused by the Police and courts which had contributed to the matter. Mr X stressed that the conviction was out of character and wholly attributable to events in his private life, events that were ongoing and had led to his being homeless and relying on the kindness of friends and acquaintances to keep going. Mr X professed not to be a regular drinker of alcohol and certainly not to excess. Mr X was hopeful of finding employment and had, that day, attended an interview for which holding a personal licence would be an advantage although not essential.

The panel asked whether Mr X was still homeless. Mr X replied that yes, he was currently still residing in his car.

The panel asked Mr X what effect having a personal licence had on his ability to earn a living. Mr X replied that he could still earn money but that having a personal licence gave him more responsibility and the freedom to work on his own and to 'step in' at short notice to work at a licensed premises if required.

In his closing statement, Mr Smith clarified that a person did not need a personal licence to sell alcohol, they could do so on behalf of the holder of a personal licence. However, it did help to have one's own personal licence, confirming what Mr X had said, who added in his closing statement that the Police prefer that a personal licence holder is the person selling alcohol.

The panel Hearing had no further questions and retired to consider their decision at 8.08pm. Mr X was invited to stay to hear the decision or he would be notified in writing. Mr X elected to stay.

The Hearing reconvened at 8.40pm and the Chairman read their considered decision which was to suspend Mr X's personal licence for a period of six months. The reason was due to the accepted failures to notify the Licensing Authority of the drink driving conviction. The panel considered that the appropriate decision was to suspend the licence for a period of 6 months. The Chairman stated that it was the panel's hope that this would afford Mr X the time to move positively forward.

The right of appeal to the Magistrates Court within 21 days of receiving notification of the decision was also noted. Mr X stated that he did not wish to appeal and he handed over his personal licence badge to Mr Smith.

After consideration of the case, the representations made and hearing the evidence as presented at the meeting it was:

RESOLVED that –

the personal licence held by Mr X be suspended for a period of 6 months from the date of the decision notice to be issued by the Council's Legal advisor to the meeting.

Chairman

(The meeting finished at 8.43pm)

Runnymede Borough CouncilLICENSING SUB-COMMITTEE
(Hearing under the Licensing Act 2003)4 April 2019 at 11am

Members of the

Sub- Committee Present: Councillors Mrs J Gracey, Mrs M T Harnden and N W Rubidge

ELECTION OF CHAIRMAN

Councillor Mrs J Gracey was elected as Chairman for the meeting.

FIRE PRECAUTIONS

The Chairman advised those present of the procedures to be followed in the event of fire or other emergency.

PROCEDURE FOR THE CONDUCT OF BUSINESS

The Chairman asked those present to note the procedure for the conduct of business, as set out in the published agenda; she stressed that the Hearing would take the form of an informal discussion and sought to put the applicant Mr X, at his ease.

LICENSING ACT 2003 – APPLICATION FOR A PERSONAL LICENCE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 1, 3 and 7 of Schedule 12A to Part 1 of the Act.

The Sub-Committee received and considered an application for a Personal Licence.

The applicant attended the meeting to present his case, but had not exercised his right to be legally represented. Instead, he was accompanied by his manager, who spoke in support of his application.

Also present were:

Mr Robert W Smith, Senior Licensing Officer
Ms Joan Grant, Licensing Enforcement Officer, Surrey Police
Mr Piero Ionta, Solicitor
Miss Clare Pinnock, Democratic Services

Mr Smith was invited to present his report to the meeting.

Mr Smith confirmed that the application had been the subject of an objection from Surrey Police on the grounds that the applicant had a relevant unspent conviction under Schedule 4 of the Licensing Act 2003 which by its nature undermined the crime prevention objective thereof. The Objection Notice was appended to the agenda papers.

Mr Smith summarised the relevant facts of the case, and with the permission of the applicant, submitted his Basic Disclosure Certificate to the panel for inspection.

Mr Smith directed Members towards the relevant Guidance concerning promotion of the Licensing Objectives, in particular the prevention of crime and disorder and Chapter 4 of the latest Section 182 Guidance under the Licensing Act 2003.

The panel had no questions for Mr Smith, therefore Ms Grant, the Licensing Enforcement Officer for Surrey Police was invited to present their case on behalf of the Chief Officer of Police.

Ms Grant confirmed that the applicant had been convicted for the offence of driving a motor vehicle under the influence of alcohol which was relevant to the Licensing Objective of preventing Crime and Disorder. The circumstances of the offence were that in April 2018, the applicant had been stopped on the roadside of the A3 in Cobham at 3:30am and when breathalysed had been found to have 73mg/100ml of alcohol in his breath. He was subsequently arrested and while in custody a second test (the evidential test) was made which registered 68mg/100ml, the legal limit being 35mg of alcohol per 100ml of breath. He was, therefore, nearly 2 times over the legal limit. The applicant was fined £120, plus costs and disqualified from driving for a period of 18 months, making the offence unspent until 23 October 2019. The applicant had reduced the disqualification period to 19 June 2019 as a result of undertaking an intensive driving course in December 2018.

It was the Police's view that the applicant had chosen to drive whilst under the influence of alcohol and that he could not be relied on to uphold the Licensing Objectives and that as a Personal Licence holder he would have greater responsibility than others. It was considered wholly inappropriate therefore that his application should be granted.

The Panel had no questions for Joan Grant.

The applicant was then invited to present his case.

The applicant did not seek to make any excuses and said that it had changed him. He was unequivocal that what he had done which had led to his conviction was one of the biggest mistakes of his life and he wanted to now focus on his career. He had been promoted from being a casual employee to Assistant Manager at a local high end Wedding and other Events venue. He had worked closely with his line manager since the age of 16 and now managed 50 people, which as a responsible role he felt had proven how he had changed in the last year. He stated that he loved his job and that a requirement of progression was to have a personal licence. He emphasised how hard he had worked to get to where he was through long shifts and dedication. He admitted that the conviction was his fault and 'held his hands up' to it.

The panel asked the applicant about the driving course he undertook to reduce the disqualification from driving. The applicant confirmed that it was a 3 day intensive course taken in December 2018 and that he had passed. The panel asked when he had originally passed his driving test and the applicant confirmed that this was in February 2017. The panel queried why the applicant had not declared the disqualification from driving on his application form for a personal licence, only the fine. He replied that he had not filled in the form himself but had provided full information to the person who had. He confirmed that he had signed the application form and clearly he should have read it more carefully before signing. The applicant was asked what would be the consequences of not being granted a personal licence for his future career and his line manager replied that he had not yet had that conversation with him and the applicant confirmed that at the moment because his line manager held a personal licence he could operate under that temporarily.

The applicant's line manager was then invited to address the panel. He stated that he was the General Manager at the venue where the applicant had worked for three years. It was a high profile venue mainly catering for weddings and other events and that the applicant was a massive asset to the business who they would not want to lose. He referred to the conviction as an isolated mistake and that it was somewhat excusable. The panel understood his sentiment although they made it clear that the conviction for such a serious offence was not excusable.

In his closing statement, Mr Smith clarified that Mr X would be able to apply for a personal licence once his conviction was spent in June 2019, and that once spent the relevant conviction had to be disregarded.

The applicant's line manager made a closing statement on behalf of the applicant. He referred to the applicant's flair for the employment he had chosen, that he stood out both in terms of being very young to be so professional and enthusiastic in his approach and ability. The applicant had experienced at the time of the incident a period of uncertainty and limbo in which he said the applicant felt 'fuzzed', contributed to by some difficulties in his home life which had led to the isolated incident and the consequent conviction. He emphasised how sorry the applicant was that his actions had affected those around him. The line manager said that he understood if the application was refused but this should not stand in the way of what would be a fantastic career. He was happy to clear any concerns that the panel might have.

The panel Hearing had no further questions and retired to consider their decision at 11.18am. The applicant was invited to stay to hear the decision or he would be notified in writing. The applicant and his line manager elected to stay.

The Hearing reconvened at 11.35am and the Chairman read their considered decision which was to refuse the application for a personal licence. The reason was due to the fact that the applicant had a relevant and unspent conviction at the time of making his application for a personal licence in accordance with Section 120 (5)(a) and Schedule 4 of the Licensing Act 2003. The panel thanked the applicant and his line manager for attending and appreciated the evidence presented and the personal reference in support of the applicant. The applicant was advised that he could re-apply for a personal licence if he wished in the future.

The right of appeal to the Magistrates Court within 21 days of receiving notification of the decision was also noted.

After consideration of the case, the representations made and hearing the evidence as presented at the meeting it was:

RESOLVED that –

the application by Mr X for a personal licence be refused

Chairman

(The meeting finished at 11.36am)

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

5. **FEES AND CHARGES (Financial Services, Sam Cooper)**

Synopsis of report:

To recommend the proposed fees and charges under this Committee's remit for next financial year.

Recommendation(s):

the proposed fees and charges for 2020/2021, as set out in Appendix 'C' be approved to be effective from the dates given or as soon as practical thereafter.

1. **Context of report**

1.1 The current fees and charges were agreed at the meeting of this Committee in November 2018.

2. **Report**

2.1 The Council's Constitution grants delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

2.2 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that Officers propose recommended increases based on:

- Current market conditions
- Local competition
- The likely yield of any fee increase
- On-going savings targets and revenue reduction programmes

- 2.3 Members have accepted that in some service areas it may not be possible to increase fees significantly, and in others it may be necessary to decrease them to stimulate demand. However, an average increase of 2% for discretionary, locally set charges should be aimed for, as the Council's financial plans assume at least an inflationary increase.
- 2.4 Current fees and charges have been reviewed to help balance next year's budget and this is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.5 The proposed fees and charges are set out at Appendix 'C' along with the dates that they will take effect. A Yield column is now included showing the current year's budget for each charge/group of charges, so that Members can estimate the financial implications of any price rises.

3. **Resource implications**

Premises and personal licence fees

- 3.1 The Licensing Act 2003 lists the fees and charges which local authorities can make. These are set by statute and have not changed since their introduction. Therefore, as inflation increases the cost base, the net cost of running the service increases. The estimated deficit for 2020/2021 is £16,000. As there is no facility to set fees under the Licensing Act 2003 locally, they cannot be increased to cover the deficit.

4. **Legal implications**

- 4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.
- 4.2 All of the regimes (excluding Gambling) are covered by the European Union Services Directive (Directive 2006/123/EC). Members are invited to note that section 2 of the yet to be implemented European Union (Withdrawal) Act 2018 has the effect of saving a selected list of EU-derived domestic legislation, of which the Provision of Services Regulations 2009 (which give effect to the said Directive) are included. This ensures that as it has effect in domestic law immediately before exit day, it continues to have effect in domestic law on and after exit day.
- 4.3 Regulation 18 of the Provision of Services Regulations 2009 which implements the EU Services Directive into UK law requires that fees charged in relating to authorisations must be proportionate to the effective cost of the process.
- 4.4 The proposed fees must recover the Council's costs in relation to the licensing process and cannot be used as an economic deterrent or to raise funds. The fees as proposed should enable the Council to recover its reasonable costs.

5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.
- 5.2 There are no Equalities issues arising from the proposals contained in this report.

(To resolve)

Background papers. None.

Fees and charges

Premises and alcohol related licences
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Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment	
<u>Licensing Act 2003</u>						
<u>Main application fee</u>						
The application fee for a new premises licence, or conversion of an existing licence is based on rateable values as follows:-						
<u>Non City / Town Centre</u>						
Band A	Rateable value £0 to £4,300	Statutory	100.00	100.00	0.00%	} 2,000 Outside Scope
Band B	£4,301 to £33,000	Statutory	190.00	190.00	0.00%	
Band C	£33,001 to £87,000	Statutory	315.00	315.00	0.00%	
Band D	£87,001 to £125,000	Statutory	450.00	450.00	0.00%	
Band E	£125,001 and above	Statutory	635.00	635.00	0.00%	
<u>City / Town Centre where they are exclusively/ primarily used to sell alcohol</u>						
Band D	£87,001 to £125,000	Statutory	900.00	900.00	0.00%	} Outside Scope
Band E	£125,001 and above	Statutory	1,905.00	1,905.00	0.00%	
<u>Annual charge</u>						
The annual charge is due one year after the application fee was paid and is based on rateable values as follows:-						
<u>Non City / Town Centre</u>						
Band A	Rateable value £0 to £4,300	Statutory	70.00	70.00	0.00%	} 53,000 Outside Scope
Band B	£4,301 to £33,000	Statutory	180.00	180.00	0.00%	
Band C	£33,001 to £87,000	Statutory	295.00	295.00	0.00%	
Band D	£87,001 to £125,000	Statutory	320.00	320.00	0.00%	
Band E	£125,001 and above	Statutory	350.00	350.00	0.00%	
<u>City / Town Centre where they are exclusively/ primarily used to sell alcohol</u>						
Band D	£87,001 to £125,000	Statutory	640.00	640.00	0.00%	} Outside Scope
Band E	£125,001 and above	Statutory	1,050.00	1,050.00	0.00%	
Minor variations to premises licences and club premises certificates as per the Legislative reform order 2009		Statutory	89.00	89.00	0.00%	0 Outside Scope

Fees and charges

Premises and alcohol related licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<u>Exceptionally large capacity sites</u>						
This is an additional charge for large events based on the number of attendees as follows:						
<u>New licence</u>						
5,000 to 9,999	Statutory	1,000.00	1,000.00	0.00%	0	Outside Scope
10,000 to 14,999	Statutory	2,000.00	2,000.00	0.00%		Outside Scope
15,000 to 19,999	Statutory	4,000.00	4,000.00	0.00%		Outside Scope
20,000 to 29,999	Statutory	8,000.00	8,000.00	0.00%		Outside Scope
30,000 to 39,999	Statutory	16,000.00	16,000.00	0.00%		Outside Scope
40,000 to 49,000	Statutory	24,000.00	24,000.00	0.00%		Outside Scope
50,000 to 59,999	Statutory	32,000.00	32,000.00	0.00%		Outside Scope
60,000 to 69,999	Statutory	40,000.00	40,000.00	0.00%		Outside Scope
70,000 to 79,999	Statutory	48,000.00	48,000.00	0.00%		Outside Scope
80,000 to 89,999	Statutory	56,000.00	56,000.00	0.00%		Outside Scope
90,000 and over	Statutory	64,000.00	64,000.00	0.00%	Outside Scope	
<u>Annual fee</u>						
The Annual fee is half the above thereafter						
5,000 to 9,999	Statutory	500.00	500.00	0.00%	0	Outside Scope
10,000 to 14,999	Statutory	1,000.00	1,000.00	0.00%		Outside Scope
15,000 to 19,999	Statutory	2,000.00	2,000.00	0.00%		Outside Scope
20,000 to 29,999	Statutory	4,000.00	4,000.00	0.00%		Outside Scope
30,000 to 39,999	Statutory	8,000.00	8,000.00	0.00%		Outside Scope
40,000 to 49,000	Statutory	12,000.00	12,000.00	0.00%		Outside Scope
50,000 to 59,999	Statutory	16,000.00	16,000.00	0.00%		Outside Scope
60,000 to 69,999	Statutory	20,000.00	20,000.00	0.00%		Outside Scope
70,000 to 79,999	Statutory	24,000.00	24,000.00	0.00%		Outside Scope
80,000 to 89,999	Statutory	28,000.00	28,000.00	0.00%		Outside Scope
90,000 and over	Statutory	32,000.00	32,000.00	0.00%	Outside Scope	
<u>Personal Licences</u>						
Application for a grant of personal licence	Statutory	37.00	37.00	0.00%	2,000	Outside Scope
<u>Temporary events</u>						
Temporary event notice	Statutory	21.00	21.00	0.00%	4,500	Outside Scope

Fees and charges

Premises and alcohol related licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
Other licences						
Theft, loss, etc. of premises licences or summary	Statutory	10.50	10.50	0.00%	3,000	Outside Scope
Application for a provisional statement where premises being built etc.	Statutory	315.00	315.00	0.00%		Outside Scope
Notification of change of name or address	Statutory	10.50	10.50	0.00%		Outside Scope
Application to vary licence to specify individual as premises supervisor	Statutory	23.00	23.00	0.00%		Outside Scope
Application for transfer of premises licence	Statutory	23.00	23.00	0.00%		Outside Scope
Interim authority notice following death etc. of licence holder	Statutory	23.00	23.00	0.00%		Outside Scope
Theft, loss etc. of certificate or summary	Statutory	10.50	10.50	0.00%		Outside Scope
Notification of change of name or alteration of rules of club	Statutory	10.50	10.50	0.00%		Outside Scope
Change of relevant registered address of club	Statutory	10.50	10.50	0.00%		Outside Scope
Theft, loss etc. of temporary event notice	Statutory	10.50	10.50	0.00%		Outside Scope
Theft, loss etc. of personal licence	Statutory	10.50	10.50	0.00%		Outside Scope
Duty to notify change of name or address	Statutory	10.50	10.50	0.00%		Outside Scope
Right of freeholder etc. to be notified of licensing matters	Statutory	21.00	21.00	0.00%	Outside Scope	

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building occupied in connection with a place of public religious worship, or at village hall, parish or community hall or other similar building. At the discretion of the Council no fee may be payable if the entertainment is of an educational or other like character or is given for charitable or other like purposes.

6. **EXCLUSION OF PRESS AND PUBLIC**

If Members are minded to consider any of the foregoing items in private, it is the

OFFICERS' RECOMMENDATION that -

where appropriate the press and public be excluded from the meeting during discussion of the report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)