



THE LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE AGENDA

TUESDAY 24 NOVEMBER 2015 AT 7.30 PM

COUNCIL CHAMBER, CIVIC CENTRE, HEMEL HEMPSTEAD

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Cllr S Adshead	Cllr Link
Cllr Barnes	Cllr Mills
Cllr Mrs Bassadone	Cllr Peter
Cllr Conway	Cllr R Sutton
Cllr Fantham (Vice-Chairman)	Cllr Taylor
Cllr P Hearn (Chairman)	Cllr Whitman
Cllr Howard	

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1. MINUTES

To confirm the minutes of the meeting held on 27 October 2015.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules on Public Participation.



AGENDA ITEM: 5

SUMMARY

Report for:	Licensing Health & Safety and Enforcement Sub-Committee
Date of meeting:	24th November 2015
PART:1	

Title of report:	APPLICATION FOR: 1) To agree the conditions of a Camp site licence for Dacorum Borough Council
Contact:	Dawn Ryder – Environmental Health Officer, Regulatory Services
Purpose of report:	To give members the opportunity to comment and set standard conditions for a Camp site licence.
Recommendations:	That Members consider the report and information before them and agree to a set of standard conditions which will be used when any Camp site application is received when drafting the licences.
Implications:	none
General Policies	Members of the Licensing Sub-Committee act in a quasi-judicial capacity under delegated powers, to decide Licensing matters on behalf of the Council.
Key Policies:	none

APPLICATION

The proposal is to prepare a Camping site licence to be used within the district of Dacorum Borough Council. No current licence exists

Environmental Health were consulted following a planning application to allow the change of use of land at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead, Hertfordshire HP1 2SN from Agricultural use to Camping and leisure

A Camp site comprising of 3 Teepees for use by between 24 and 30 persons as a retreat and to study Native American arts and crafts is currently situated at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead. A Camp site licence will need to be issued to allow Environmental Health to control conditions on this and any other Camping site that should

be sited in the Borough. Applications will be brought before this committee for approval. Proposed Standard Conditions are shown in Appendix 1

APPLICATION

No application has been received for a Camp site licence.

REPRESENTATIONS

No representation has been received.

CONSIDERATIONS

(1) Section 269 of the Public Health Act 1936 gives the Local Authority the power to control use of movable dwellings

Section (1) For the purpose of regulating in accordance with the provisions of this section the use of moveable dwellings within their district, a local authority may grant—

- i. licences authorising persons to allow land occupied by them within the district to be used as sites for moveable dwellings; and
- ii. licences authorising persons to erect or station, and use, such dwellings within the district;

and may attach to any such licence such conditions as they think fit—

a) for restricting the occasions on which caravans are stationed on the land for the purposes of human habitation, or the total number of caravans which are so stationed at any one time;

(b) for controlling (whether by reference to their size, the state of their repair or, subject to the provisions of subsection (2) of this section, any other feature) the types of caravan which are stationed on the land;

(c) for regulating the positions in which caravans are stationed on the land for the purposes of human habitation and for prohibiting, restricting, or otherwise regulating, the placing or erection on the land, at any time when caravans are so stationed, of structures and vehicles of any description whatsoever and of tents;

(d) for securing the taking of any steps for preserving or enhancing the amenity of the land, including the planting and replanting thereof with trees and bushes;

(e) for securing that, at all times when caravans are stationed on the land, proper measures are taken for preventing and detecting the outbreak of fire and adequate means of fighting fire are provided and maintained;

(f) for securing that adequate sanitary facilities, and such other facilities, services or equipment as may be specified, are provided for the use of persons dwelling on the land in caravans and that, at all times when caravans are stationed thereon for the

purposes of human habitation, any facilities and equipment so provided are properly maintained.

CONCLUSION:

RECOMMENDATION: That the Proposed Standard Licence Conditions be approved for the reasons set out above.

APPENDIX 1 – Proposed Standard Licence Conditions

Schedule of Conditions attached to Camp Site Licence.

A: Site boundaries

i. The boundaries of the site shall be clearly marked by a man made or natural feature and it is recommended that a 3 metre wide area be kept clear within the inside of all boundaries. The site owner shall give the local authority an up to date layout of the site on application for a licence, when there is a material change to the boundaries or layout or if requested by the local authority. The plan must show all relevant structures, features and facilities on the site.

B: Density and Spacing

i. Site density should not exceed 3 pitches per hectare (30 pitches per acre) unless planning permission dictates otherwise. This is calculated on the basis of useable area rather than the total site area (i.e. excluding crags, lakes, roads, communal services etc)

ii. Every unit shall not be less than 6 metres from any other unit in separate family occupation each pitch should only be used for a single family unit. Where there is more than one tent on a pitch, each tent shall be no closer than 2 metres from any other tent in the group (as measured from the closest point of the fabric of the tent, including an awning or other structure).

iii. Vehicles and other ancillary equipment shall be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metre separation.

C: Access, roads, gateways and footpaths

i. Roads, gateways and footpaths shall be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather. Roads and footpaths must be designed to provide adequate access, including for fire appliances. Roads must not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide. Roads must have no overhead cable less than 4.5 metres above the ground. Footpaths with a hard surface should not be less not less than 0.80 metres wide.

ii. Where provided, roads and pathways shall be suitably lit at night as necessary, taking into account the needs and characteristics of a particular site.

iii. Where provided, vehicle gateways shall:

- a) Be a minimum of 3.1 metres wide.
- b) Have a minimum height clearance of 3.7metres

iv. Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.

v. Emergency vehicle routes within the site must be kept clear of obstruction at all times.

D: Water supply and waste disposal

i. All new water supplies, repairs and improvements shall comply with current legislation, regulations and relevant British or European Standards. Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken in accordance with current legislation and British or European Standards.

E: Maintenance of common areas

i. Every road, communal footpath and pavement on the site shall be maintained in a good condition; good repair and clear of rubbish.

ii. Grass and vegetation shall be cut and removed at frequent and regular intervals.

iii. Trees within the site shall (subject to necessary consents) be maintained.

iv. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

F: Supply and storage of gas

i. Arrangements for the storage of liquefied petroleum gas (LPG) on the site should be in accordance with the current national code of practice and regulations.

G: Electrical Installation

i. The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.

ii. Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.

iii. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

H: Drainage, sanitation and washing facilities

i. Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath

ii. For sites with up to 30 pitches there shall be 2 WCs for women, 1 WC and 1 urinal for men, and there shall be one wash hand basin for each WC provided with a constant supply of hot and cold water sited adjacent to the toilets.

iii. For sites with more than 120 pitches, the provision for toilets and wash hand basins may be varied with the agreement of the Council.

v. Showers with hot and cold water or water at a suitably controlled temperature shall be provided on a scale of 1 shower for men and 1 shower for women per 20 pitches.

vi. Laundry facilities shall be provided with one deep sink per 30 tents, supplied with running hot and cold water, unless adequate laundry machinery is provided.

vii. Washing up facilities should be provided to allow for 3 deep sinks per pitch with running hot and cold water.

viii. Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.

viii. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers

x. Adequate consideration must be given for a disposal point for Chemical closets

I: Recreation space

i. On sites where it is practical to do so, suitable space equivalent to about one tenth of the total site area shall be allocated for recreational purposes.

J: Notices

The following signs/notices must be displayed in a conspicuous place:

i. The name of the site in a prominent position at the entrances to the site.

ii. Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the Police, Fire Brigade, Ambulance and local Doctor's can be contacted, and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.

iii. A copy of the site licence and licence conditions, or the front page of the licence and details of where the full licence conditions can be viewed and between which times.

N: Ensure Compliance with the Regulatory Reform (Fire Safety) Order 2005

i. Undertake a suitable and sufficient Fire Risk Assessment of the site and act on significant findings.

ii. Make available the latest version of the fire risk assessment for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

iii. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.

O: General storage

i. Services, amenities, other buildings and structures on the site, play or other equipment, telephones if provided, and the site itself shall be maintained in good repair, in good order in a clean, safe, sanitary, tidy condition and free from accumulations at all times.

P: Refuse Disposal

- i. Adequate provision should be made for the storage, collection and disposal of refuse.

Q: Communal Parking

- i. Parking shall be adequate for both campers and visitors. Parking shall be located so as not to obstruct carriageways, access ways or footpaths.

Vehicles should be parked separate from the tented areas but if parked within the area of the pitches they must comply with the spacing requirements above.

6. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the item in Part II of the Agenda for the meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to:

DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

27 OCTOBER 2015

Present –

MEMBERS:

Councillors Fantham (Chairman), Barnes, Mrs Bassadone, Conway, Howard, Link, Mills, Peter, R Sutton, Taylor and Whitman

OFFICERS:

R Hill	Licensing Team Leader
B Lisgarten	Legal Governance Team Leader
T Coston	Member Support Officer (Minutes)

The meeting began at 7.30 pm

1. MINUTES

The minutes of the meeting held on 28 July 2015 were confirmed by the Members present and then signed by the Chairman.

Councillor Bassadone requested that all members with the same surnames have their initials included in minutes and agendas so that they could tell them apart.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor P Hearn.

Councillor S Adshead was absent.

3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. REVIEW OF LICENSING POLICIES FOR ALCOHOL, ENTERTAINMENT AND GAMBLING LICENCES

R Hill explained that the report summarised the results of consultation on the proposed revisions to the Council's two statutory licensing policies, covering alcohol, entertainment and gambling licences. Following the Committee's initial approval in July, consultation was

carried out over an 8 week period in August and September, with direct notifications being sent to the statutory bodies and other representatives identified in both Acts. Details were also published via the council's website, social media and Dacorum Digest.

He advised that 8 responses were received to the consultation and these were included in the report. He said officers considered all of the responses when making final adjustments to the draft policies, and the comments under each response detailed any particular changes made.

He explained that if the Committee were satisfied with the final draft policies, they were asked to endorse them and refer them onwards to Full Council with a view to adoption. Under both Acts, councils are not permitted to delegate the power to adopt policies to committees or officers.

It was proposed by Councillor Peter and seconded by Councillor Whitman that the committee endorse the draft policies and refer them to Full Council.

Resolved:

1. That the Licensing and Health and Safety Enforcement Committee endorse the revised draft Statement of Licensing Policy under the Licensing Act 2003 for the period of 2016-2021, and refer it to Full Council for approval and adoption;
2. That the Licensing and Health and Safety Enforcement Committee endorse the revised draft Statement of Principles under the Gambling Act 2005 for the period of 2016-2019, and refer it to Full Council for approval and adoption

6. ANIMAL LICENCE APPLICATION FORMS

R Hill explained that many areas covered by the licensing service had seen reform and revision in the last 3 years, and animal licensing was one of the last remaining areas to be examined.

Members had before them proposals to replace the current application forms for three of the six types of animal licences issued by the council, substantially increasing the amount of information requested from applicants. He explained that in each case, the legislation required the Council to consider a complete range of details about the operation of a particular business prior to granting a licence. He said the revised application forms would mean that these details were in future collected at the time of application, rather than post-application during the officer's or veterinary inspection.

He advised that due to time pressures it had not been possible to finalise the two forms not included in the agenda pack, these would be brought to a future meeting. The Committee were therefore asked to disregard paragraphs D and E of the recommendation.

It was proposed by Councillor Taylor and seconded by Councillor Peter that the committee adopt the new animal licence application forms.

Resolved:

That the Licensing and Health and Safety Enforcement Committee adopt the new animal licence applications as the Council's standard format, with effect from 1 November 2015:

- a) For animal boarding establishment licences under section 1 of the Animal Boarding Establishment Act 1963
- b) For pet shop licences under section 1 of the Pet Animals Act 1951
- c) For riding establishment licences under section 1 of the Riding Establishment Act 1964

7. LICENSING FEES AND CHARGES 2016-17

Councillor Fantham said he had spoken with R Hill prior to the meeting and was advised that the Council loses approximately £80k on delivering its licensing functions each year.

Councillor Peter asked why they couldn't break even with the licensing fees. R Hill explained that they were restricted on the amount they could charge, as fees could not exceed the costs incurred in issuing a particular licence. Alcohol and entertainment licence fees were fixed nationally by the Government and were unchanged since 2005. He said the LGA had been campaigning on the issue, highlighting that the amount of money that was lost could be used towards paying for schools, nurses, carers etc. He advised there were also various other licensing functions they couldn't charge for such as charitable collections, and enforcement not leading to a conviction.

Councillor Bassadone queried why so many charges had been reduced, for example a new dog breeding licence has gone down by 20.6%. R Hill explained they had revised the application forms so that more data could be collected at the point of application so the officers would spend a shorter length of time at inspections and that would reduce that cost to the council. He said they couldn't set the fees at a profit level, they had to be set in accordance with the cost occurred to the council. He explained that the gap between new dog breeding applications and renewals had narrowed because they now involved similar amounts of work and the new fee reflected that much more than the previous fee.

Councillor Mills said he couldn't understand why the fees were being reduced for dog breeding licences for example. He asked if the existing fees had caused any legal action. R Hill explained they had to review the fees every year and change some of the processing times where there could be a potential overcharge. He advised that they hadn't had any new applications for dog breeding licences for several years, however they still have to look at their current procedures and they couldn't justify keeping the fees the same. He said that fees had to be correctly calculated pre-emptively to avoid challenge.

Councillor Bassadone asked how many times they had been challenged in the last financial year. R Hill said there had been no challenges in that time.

Councillor Peter asked if Central Government were aware of this problem and if not, could they write to them to make them aware. R Hill advised that the issue was being raised frequently by the LGA and others. He said there was a Home Office consultation before the Parliamentary Election this year but unfortunately there was such a low response rate from councils. He said the Chief Executive had asked him to respond, however we were 1 of 20 authorities nationally to reply and therefore the Home Office decided that was insufficient evidence to justify further action at that time.

Councillor Mills felt they should continue charging the existing fees rather than reducing them if people were prepared to pay that amount before then they will continue to. R Hill said the licensees didn't have a choice but to pay that amount as it was a set fee and if they didn't pay it they wouldn't be granted a licence. In reference to the gambling licence fees, he explained that this year they had been able to produce more accurate cost calculations by looking at similar licences, reviewing the policies and estimating the amount of work involved to give a better idea of how much each application would cost and calculate the fee that should be charged.

It was proposed by Councillor Peter and seconded by Councillor Conway to set the fees and charges at the levels proposed within the report.

Voting:

9 for and 1 against:

whereupon it was:

Resolved:

That the Licensing and Health and Safety Enforcement Committee set the fees and charges payable by applicants in connection with applications and other processes for licences, registrations and permits, for the period from 1st April 2016 to 31st March 2017, as set out below:

Item		Current fee 2015-16	Proposed fee 2016-17	% change
1.1 General service charges				
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)		0.20	0.20	0.0%
Copy of interview recording following PACE interview (per tape/disc)		15.00	15.00	0.0%
Copy of public register entry (where kept and made available by statute) (per entry)		15.00	15.00	0.0%
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)		15.00	15.00	0.0%
Licensing pre-application advice (per whole or part hour)		-	42.00	
3.1 Animal boarding				
Application for new animal boarding establishment licence (up to 1yr)	<i>plus vet inspection</i>	320.00	287.00	-10.3%
Application to renew animal boarding establishment licence (1yr)	<i>plus vet inspection</i>	220.00	237.00	7.7%
Application to vary animal boarding establishment licence	<i>plus vet inspection</i>	145.00	145.00	0.0%
Application for new animal boarding establishment licence (home boarding) (up to 1yr)		180.00	193.00	7.2%
Application to renew animal boarding establishment licence (home boarding) (1yr)		120.00	140.00	16.7%
Application to vary animal boarding establishment licence (home boarding)		100.00	90.00	-10.0%
Veterinary inspection of premises		Recharged at cost		
3.2 Dangerous wild animals				
Application for licence to keep dangerous wild animals (2yr)	<i>plus vet inspection</i>	325.00	302.00	-7.1%
Application to renew licence to keep dangerous wild animals (2yr)	<i>plus vet inspection</i>	325.00	302.00	-7.1%
Application to vary licence conditions (new species/increased numbers of animals)		210.00	192.00	-8.6%
Application to vary licence conditions (administrative matters only)		65.00	62.50	-3.8%
Veterinary inspection of premises		Recharged at cost		
3.3 Dog breeding				
Application for new dog breeding licence (up to 1yr)		252.00	200.00	-20.6%
Application to renew dog breeding licence (1yr)		195.00	200.00	2.6%
Veterinary inspection of premises		Recharged at cost		
3.4 Pet shops				
Application for new pet shop licence (up to 1yr)		189.00	161.00	-14.8%

Item		Current fee 2015-16	Proposed fee 2016-17	% change
Application for new pet shop licence (fish only) (up to 1yr)		142.00	161.00	13.4%
Application to renew pet shop licence (1yr)		130.00	150.00	15.4%
Application to renew pet shop licence (fish only) (1yr)		95.00	120.00	26.3%
Veterinary inspection of premises		Recharged at cost		
3.5 Riding establishments				
Application for riding establishment licence (1yr)	<i>plus vet inspection</i>	318.00	295.00	-7.2%
Veterinary inspection of premises		Recharged at cost		
3.6 Zoos				
Application for new zoo licence (4yr)		2,000.00	1,805.00	-9.8%
Application to renew zoo licence (6yr)		1,600.00	1,325.00	-17.2%
Application to vary zoo licence		1,600.00	1,325.00	-17.2%
Application to transfer zoo licence		600.00	221.00	-63.2%
Veterinary inspection of premises		Recharged at cost		
4.1 Gambling notices				
Temporary use notice submission fee		350.00	355.00	1.4%
Duplicate copy of temporary use notice following theft/loss/damage		15.00	15.00	0.0%
Occasional use notice submission fee		No fee	No fee	0.0%
4.3 Gambling premises licences				
Application for new premises licence (without provisional statement)	<i>Adult gaming centre</i>	1,340.00	1,040.00	-22.4%
	<i>Betting (track)</i>	1,670.00	1,040.00	-37.7%
	<i>Betting (other)</i>	2,000.00	1,040.00	-48.0%
	<i>Bingo</i>	2,450.00	1,040.00	-57.6%
	<i>Family entertainment centre</i>	1,200.00	1,040.00	-13.3%
Application for new premises licence (with provisional statement)	<i>Adult gaming centre</i>	800.00	700.00	-12.5%
	<i>Betting (track)</i>	640.00	700.00	9.4%
	<i>Betting (other)</i>	800.00	700.00	-12.5%
	<i>Bingo</i>	840.00	700.00	-16.7%
	<i>Family entertainment centre</i>	570.00	700.00	22.8%
Application for provisional statement	<i>Adult gaming centre</i>	1,340.00	1,040.00	-22.4%
	<i>Betting (track)</i>	1,670.00	1,040.00	-37.7%
	<i>Betting (other)</i>	2,000.00	1,040.00	-48.0%
	<i>Bingo</i>	2,450.00	1,040.00	-57.6%
	<i>Family entertainment centre</i>	1,200.00	1,040.00	-13.3%
Application for variation of premises licence	<i>Adult gaming centre</i>	670.00	700.00	4.5%
	<i>Betting (track)</i>	840.00	700.00	-16.7%
	<i>Betting (other)</i>	1,000.00	700.00	-30.0%
	<i>Bingo</i>	1,225.00	700.00	-42.9%
	<i>Family entertainment centre</i>	600.00	700.00	16.7%
Application for transfer of premises licence	<i>Adult gaming centre</i>	800.00	300.00	-62.5%
	<i>Betting (track)</i>	640.00	300.00	-53.1%
	<i>Betting (other)</i>	800.00	300.00	-62.5%
	<i>Bingo</i>	840.00	300.00	-64.3%

Item		Current fee 2015-16	Proposed fee 2016-17	% change
	<i>Family entertainment centre</i>	570.00	300.00	-47.4%
Application for reinstatement of premises licence	<i>Adult gaming centre</i>	800.00	300.00	-62.5%
	<i>Betting (track)</i>	640.00	300.00	-53.1%
	<i>Betting (other)</i>	800.00	300.00	-62.5%
	<i>Bingo</i>	840.00	300.00	-64.3%
	<i>Family entertainment centre</i>	570.00	300.00	-47.4%
Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	<i>Adult gaming centre</i>	670.00	515.00	-23.1%
	<i>Betting (track)</i>	670.00	515.00	-23.1%
	<i>Betting (other)</i>	420.00	440.00	4.8%
	<i>Bingo</i>	700.00	515.00	-26.4%
	<i>Family entertainment centre</i>	450.00	440.00	-2.2%
Duplicate copy of licence following theft/loss/damage		15.00	15.00	0.0%
Change of name or address on premises licence		35.00	35.00	0.0%
5.1-5.2 Charity collections				
Application for street collection licence		No fee	No fee	0.0%
Application for house to house collection licence		No fee	No fee	0.0%
6.1 Taxi and private hire drivers				
Application for HC driver licence (3 years)		138.00	145.00	5.1%
Application for PH driver licence (3 years)		138.00	145.00	5.1%
Application for dual driver licence (3 years)		207.00	215.00	3.9%
Interim application for dual driver licence	<i>(+ £1/unexpired month)</i>	34.00	35.00	2.9%
Licence badge deposit (refundable on return of badge)		50.00	50.00	0.0%
Replacement licence badge		20.00	20.00	0.0%
Disclosure & Barring Service (DBS) enhanced disclosure *		44.00	Recharged at cost	
External identity check (where required for DBS route 2 verification) *		7.20	Recharged at cost	
Driving licence verification check *		6.90	Recharged at cost	
6.2 Driver knowledge tests				
Written local knowledge test (full test) (non-refundable)		40.00	45.00	12.5%
Written local knowledge test (conditions only) (non-refundable)		25.00	30.00	20.0%
Communication skills assessment (administration fee) (non-refundable)		-	11.40	-
Versant English language assessment *		30.60	Recharged at cost	
6.3 Taxi and private hire vehicles				
Application for HC vehicle licence (1 year)	<i>(including compliance test)</i>	258.00	264.00	2.3%
	<i>(excluding compliance test)</i>	-	210.00	-
Application for PH vehicle licence (1 year)	<i>(including compliance test)</i>	238.00	244.00	2.5%
	<i>(excluding compliance test)</i>	-	190.00	-
Application for PH vehicle licence (1 year) (Stretch limousines)	<i>(including specialist compliance test)</i>	185.00	190.00	2.7%
	<i>(excluding specialist compliance test)</i>	-	110.00	-
Licence plate deposit (refundable on return of plates)		50.00	50.00	0.0%
Replacement rear (external) licence plate		20.00	20.00	0.0%
Replacement front (internal) licence plate		20.00	20.00	0.0%
Replacement front (internal) licence plate holder		2.50	2.50	0.0%

Item		Current fee 2015-16	Proposed fee 2016-17	% change
Transfer of ownership of licence/vehicle		64.00	64.00	0.0%
Substitution of vehicle on licence (includes compliance test fee)		173.00	173.00	0.0%
Change of vehicle particulars (reg. no., colour, capacity)		55.00	55.00	0.0%
Vehicle compliance test *		54.00	Recharged at cost	
Specialist vehicle compliance test * (stretch limos)		80.00	Recharged at cost	
6.4 Private hire operators				
Application for PH Operator licence (5 years)	1-3 vehicles	378.00	388.00	2.6%
	4+ vehicles	636.00	647.00	1.7%
6.5 Taxi and private hire – other fees				
Duplicate copy of licence following theft/loss/damage		15.00	15.00	0.0%
7.1 Hypnotism				
Hypnotism authorisation		No fee	No fee	0.0%
9.1 Sex establishments				
Application for new sex establishment licence		2,775.00	2,670.00	-3.8%
Application for renewal of sex establishment licence		2,500.00	2,405.00	-3.8%
Application for variation of sex establishment licence		1,450.00	1,215.00	-16.2%
Application for transfer of sex establishment licence		440.00	430.00	-2.3%
10.1 Skin piercing				
Application for registration of skin piercing, etc, premises		200.00	200.00	0.0%
Application for registration of skin piercing, etc, operator		89.00	90.00	1.1%

Key

* Fee is rechargeable on a full cost recovery basis, and will be adjusted automatically in accordance with any variation of the fee charged by the council's supplier.
Fee prescribed in legislation
Fee set within prescribed maxima

8. TAXIS AND PASSENGERS IN WHEELCHAIRS

R Hill highlighted that the report was for information purposes only. He said they had received a letter of concern from the Hertfordshire Carers Forum about the lack of wheelchair accessible hackney carriage vehicles in the Borough. He explained that the Council had previously adopted a mixed fleet policy and approximately 20% of taxis in the borough were wheelchair accessible. He advised he would be investigating and working with the Carers Forum to address their concerns but at this stage it was just something he would be monitoring and members were asked to note the report.

Resolved:

The committee noted the report.

R Hill advised that the full committee would likely be required again in November.

The meeting ended at 7:56 pm