

**Licensing Committee**  
**23 OCTOBER 2018**

Present: Councillors: Jim Sanson (Chairman), John Blackall (Vice-Chairman), Karen Burgess, Peter Burgess, Lynn Lambert, Adrian Lee, Paul Marshall, Christian Mitchell, Mike Morgan, Godfrey Newman and Kate Rowbottom

Apologies: Councillors: Philip Circus, Billy Greening and Brian O'Connell

Absent: Councillors: Tony Hogben

LI/9 **MINUTES**

The minutes of the meeting of the Committee held on 7 June 2018 were approved, subject to an amendment of a typographic error in item LI/6. The word 'three' in the first sentence to be replaced with 'five' thus: 'a statement of the Council's Licensing Policy had to be published every five years'. The amended minutes were approved as a correct record and signed by the Chairman.

LI/10 **DECLARATIONS OF MEMBERS' INTERESTS**

Councillor Mike Morgan declared a personal interest in item 6 (Animal Welfare Regulations 2018) because he was related to the owner of a cattery in Henfield.

LI/11 **ANNOUNCEMENTS**

The Chairman announced that the consultation period for the draft Licensing Policy and Gambling Policy, which had been approved for consultation by the Licensing Committee in June, had finished on 18 September 2018. As the Council did not receive any representations these policies will be presented to full Council on 5 December 2018 with a recommendation that Council adopt these policies.

LI/12 **MINUTES OF LICENSING SUB-COMMITTEE**

The minutes of the meeting of the Licensing Sub-Committee held on 11 June were received.

LI/13 **ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018**

The Head of Environmental Health & Licensing reported that a new fee structure was required to take into account the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations that came into force on 1

October 2018. These regulations were replacing licensing schemes relating to animals (selling animals as pets, boarding for cats or dogs, hiring horses, breeding dogs, and keeping and training animals for exhibition) which had been revoked.

In order to provide a consistent fee structure for the new inspection regime across Sussex, the East and West Sussex Licensing Liaison Group had agreed a fee calculator with each local authority.

It was noted that the legislation required that fees could not make a surplus for the Council. Members welcomed the new legislation, which would simplify the licensing framework and help to maintain the welfare and safety of animals and the public. It also ensured a fair trading environment for businesses.

RESOLVED

- (i) That the contents of the report be noted.
- (ii) That the Animal Welfare licensing fees as submitted be approved, to take immediate effect.

REASON

- i) The setting of fees for licences is the responsibility of the Licensing Committee.
- ii) To ensure openness and transparency in decision making.

LI/14

**ENVIRONMENTAL HEALTH AND LICENSING - LICENCE FEES FOR 2019/2020**

The Head of Environmental Health & Licensing reported on the proposed fees for various licences issued by the Environmental Health & Licensing Department. The fees, if approved by the Committee, would take effect on 1 April 2019.

It was noted that licence fees for houses in multiple occupation (HMO) were included for the first time to reflect changes in the criteria for HMO licences that had been introduced by the government.

The individual licence fees had been calculated to recover the cost of issuing the licence and enforcing the requirements of the legislation. An increase of 2.5%, where appropriate, had been proposed to allow for inflation and increased council costs.

RESOLVED

That the fees for licences issued during 2019/20 be approved, as submitted, to take effect from 1 April 2019.

REASON

- i) The setting of fees for licences is the responsibility of the Licensing Committee.
- ii) To ensure openness and transparency in decision making.

LI/15 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 5.45 pm having commenced at 5.30 pm*

CHAIRMAN