

Report to Licensing Committee

20 December 2022

By the Head of Environmental Health and Licensing



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Environmental Health and Licensing – Licence Fees for 2023/2024

Executive Summary

Set out at Appendix 1 to this report are the proposed fees for 2023/2024 for the various licences issued by the Environmental Health and Licensing Department. The agreed fees will take effect on 1st April 2023.

Recommendations

The Committee is recommended:

- i) To approve the fees set out at Appendix 1 to this report to take effect from 1st April 2023;
- ii) To recommend to Full Council the approval of the licensing fees set out at Appendix 1 and that such revised fees take effect from 1st April 2023

Reasons for Recommendations

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

Background Papers: Budget Working Papers

Wards affected: All

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Background Information

1 Introduction and Background

- 1.1 Set out at Appendix 1 to this report, for the Committee's consideration, are the proposed fees for 2023/2024 for Licences issued by the Environmental Health and Licensing Department. The new fees once approved will take effect from 1 April 2023. The individual licence fees are calculated to recover the cost of issuing the licence and ensuring compliance with the requirements of the legislation. Taxi and Private Hire fees are the subject of a separate report. There are other Licences issued by the Environmental Health and Licensing Department where the fees are set by statute, these cannot be changed.

2 Relevant Council policy

- 2.1 The Council's policy is to set fees to recover the costs of providing the service. As such the Environmental Health and Licensing Department seeks to recover from applicants the cost of issuing the licence and ensuring compliance with the licence conditions so that these costs do not fall on the general charge payer.

3 Details

- 3.1 The fees are calculated taking into account officer time, transport and any external costs that the Council incurs. The fees and charges have been increased by 10% where appropriate, for the financial year commencing 1st April 2023 to allow for inflation.
- 3.2 License Fees were last reviewed in 2020 and were not increased during covid, to help support businesses. Since the beginning of 2022 we have seen a year-on-year increase in inflation in excess of 10% and a commensurate increase in the costs to the Council in delivering services.
- 3.3 In setting licence fees local authorities must have regard to any guidance issued by the government and must be based on cost recovery of the process and cannot be set to make surplus for the authority.

4 Next Steps

- 4.1 The Committee are recommended to (i) agree the various licence fees set out at Appendix 1 to this report to take effect on 1 April 2023, and, (ii) recommend the approval of the various licence fees set out in Appendix 1 by Full Council so that they may take effect on 1 April 2023.

5 Outcome of Consultations

- 5.1 The Monitoring Officer advises that any licences fees approved by the Licensing Committee must be approved also by Full Council.

- 5.2 The Director of Resources advises that the fees are calculated to cover the cost of issuing the licence and ensuring compliance with the licence conditions so that these costs do not fall on the general charge payer.

6 Other Courses of Action Considered but Rejected

- 6.1 Not increasing the licensing fees.

7 Resource Consequences

- 7.1 The financial consequences of the review of fees and charges will be incorporated into the budget for 2023 / 2024.

8 Legal Consequences

- 8.1 It is the responsibility of Full Council to set fees and charges for licensing. Any such fees can be recommended by the Licensing Committee for approval. The fee must be reasonable and cover the Council's costs in the administration of those application types and further costs to ensure compliance.

9 Risk Assessment

- 9.1 Not to increase the fees to cover the cost of administering the licensing regimes and ensuring compliance would mean the extra costs being met by the general charge payer.

10 Procurement implications

- 10.1 None

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The proposals will not have a particular impact on any groups with protected characteristics and therefore an EIA is not required.

12 Environmental Implications

- 12.1 There are no environmental implications associated with these proposals.

13 Other Considerations

- 13.1 None.