

Report to Licensing Committee

Date of meeting: 15th December 2016

By the Environmental Health and Licensing Manager

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

ENVIRONMENTAL HEALTH AND LICENSING – LICENCE FEES FOR 2017/2018

Executive Summary

Set out at Appendix 1 to this report are the proposed fees for 2017/2018 for the various licences issued by the Environmental Health and Licensing Department. The agreed fees will take effect on 1st April 2017

Recommendations

The Committee is recommended:

- i) To approve the fees set out at Appendix 1 to this report to take effect from 1st April 2017

Reasons for Recommendations

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

Background Papers: Budget Working Papers

Wards affected: All

Contact: John Batchelor, Environmental Health and Licensing Manager, Ext 5417.

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 2017/2018 for Licences issued by the Environmental Health and Licensing Department. The new fees once approved will take effect from 1st April 2017. 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 were the subject of another Report and have been set until 30th March 2018. There are other Licences issued by the Environmental Health and Licensing Department where the fees are set by statute and these cannot be changed.

2 Relevant Council policy

- 2.1 The Council's policy is to set fees to recover the costs of services provided, where appropriate. 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. We have reviewed the time it takes to administer the various licences issued by the Department and the calculation for cost recovery and amended the fees and charges accordingly.
- 3.2 In setting licence fees local authorities must have regard to any guidance issued by the government and with all licence fees the European Court Directive is clear they 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 agree the various licence fees set out at Appendix 1 to this report to take effect on 1st April 2017.

5 Outcome of Consultations

- 5.1 The Monitoring Officer advises that where the Council has discretion to set fees and charges for licensing that function is delegated to Licensing Committee.
- 5.2 The Director of Corporate 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 None.

7 Resource Consequences

7.1 The financial consequences of the review of fees and charges have been incorporated into the budgets for 2017 / 2018.

8 Legal Consequences

8.1 The Council has discretion to set fees and charges for licensing that function is delegated to Licensing Committee.

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 Other Considerations

10.1 The fees and charges set out in Appendix 1 seek to recover the Council's legitimate costs in providing these services.