

## Minutes of the Licensing Committee

**31<sup>st</sup> January, 2014 at 10.00am**  
**at the Sandwell Council House, Oldbury**

**Present:** Councillor Allen (Chair);  
Councillor Piper (Vice Chair)  
Councillors Cherrington, P Davies, Dhallu, Eaves,  
Preece, Silvester and Tranter.

**Apologies:** Councillors K Davies, Edis and Handley

1/14 **Minutes**

**Resolved** that the minutes of the meeting held on 6<sup>th</sup> September, 2013, be confirmed as a correct record.

2/14 **Review of Fees and Charges under the Gambling Act 2005**

The Committee considered a report detailing proposed charges for services for 2014/15 in relation to premises licences and other permissions under the Gambling Act 2005.

Members noted that the Council required all divisions to undertake a review of its fees and charges on an annual basis.

The Committee was advised that some of the fees were set by statute and so it was not possible to alter these charges. However, where it was possible to alter charges, a 2% uplift had been applied.

**Resolved:** that the fees and charges for 2014/15 for Premises Licences and permissions under the Gambling Act 2005, as set out in the Appendix, be approved, with effect from 1<sup>st</sup> April, 2013.

The Licensing Act 2003 – Review of Statement of Licensing Policy

Further to Minute No.10/13, the Committee considered the review of Statement of Licensing Policy which sets out how the authority intended to carry out its licensing functions under the Act.

Section 5 of the Licensing Act 2003 (the Act) required the Council as the Licensing Authority to prepare and publish its own Statement of Licensing Policy and the current Statement had been approved by full Council and became effective from 7<sup>th</sup> January, 2011.

The Act required the Council, in respect of each five year period, to determine its policy with respect to the exercise of its licensing functions, and publish a statement of that policy before the beginning of the period.

The next five year period was not due to commence until January 2016, but there had been a number of legislative changes to the licensing process so it was considered more appropriate to review the policy now.

At its meeting on 6<sup>th</sup> September, 2013 the Committee gave approval to a formal consultation exercise between September and November 2013.

The only comments received as part of the consultation process were from the Town Service Improvement Boards for Tipton, Wednesbury, Rowley Regis and Oldbury and the Committee gave consideration to the Comments made.

The Committee identified a need for the Clinical Commission Group to be included in any future consultation on the licensing policy.

A report would be submitted to the full Council meeting in March, 2014 for the Licensing Policy to be approved.

**Resolved** that the revised Statement of Licensing Policy, be recommended to the Council for approval.

(The meeting ended at 10.35am)

Contact Officer: Farzana Mughal  
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**Fees & Charges Approval Form 2014/15**

Service Provided	Standard Charge	Proposed Charge	Increase / (Decrease)		Concessionary Charge	Proposed Concessionary Charge	Increase / (Decrease)	
	2013/14	2014/15	£	%	2013/14	2014/15	£	%
<b>Gambling Act 2005</b>								
<b>Converted casino premises licences:-</b>								
Grant	1,142	1,165	23	2%	0	0	0	
Annual fee	1,142	1,165	23	2%	0	0	0	
Fee for application to vary licence	857	874	17	2%	0	0	0	
Fee for application to transfer a licence	572	583	11	2%	0	0	0	
Fee for application for reinstatement of a licence	572	583	11	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Bingo premises licence:-</b>								
Grant	1,713	1,747	34	2%	0	0	0	
Annual fee	457	466	9	2%	0	0	0	
Fee for application to vary licence	744	759	15	2%	0	0	0	
Fee for application to transfer a licence	515	525	10	2%	0	0	0	
Fee for application for reinstatement of a licence	515	525	10	2%	0	0	0	
Fee for application for provisional statement	1,713	1,747	34	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Betting premises (track) licence:-</b>								
Grant	1,142	1,165	23	2%	0	0	0	
Annual fee	457	466	9	2%	0	0	0	
Fee for application to vary licence	572	583	11	2%	0	0	0	
Fee for application to transfer a licence	457	466	9	2%	0	0	0	
Fee for application for reinstatement of a licence	457	466	9	2%	0	0	0	
Fee for application for provisional statement	1,142	1,165	23	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Betting premises (other) licence:-</b>								
Grant	1,142	1,165	23	2%	0	0	0	
Annual fee	286	292	6	2%	0	0	0	
Fee for application to vary licence	572	583	11	2%	0	0	0	
Fee for application to transfer a licence	457	466	9	2%	0	0	0	
Fee for application for reinstatement of a licence	457	466	9	2%	0	0	0	
Fee for application for provisional statement	1,142	1,165	23	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Family entertainment centre premises licence:-</b>								
Grant	685	699	14	2%	0	0	0	
Annual fee	343	350	7	2%	0	0	0	
Fee for application to vary licence	457	466	9	2%	0	0	0	
Fee for application to transfer a licence	401	409	8	2%	0	0	0	
Fee for application for reinstatement of a licence	401	409	8	2%	0	0	0	
Fee for application for provisional statement	685	699	14	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Adult gaming centre premises:-</b>								
Grant	857	874	17	2%	0	0	0	
Annual fee	457	466	9	2%	0	0	0	
Fee for application to vary licence	457	466	9	2%	0	0	0	
Fee for application to transfer a licence	515	525	10	2%	0	0	0	
Fee for application for reinstatement of a licence	515	525	10	2%	0	0	0	
Fee for application for provisional statement	857	874	17	2%	0	0	0	
Copy licence	20	21	1	2%	0	0	0	
Notification of change	30	31	1	2%	0	0	0	
<b>Temporary Use Notice:-</b>								
Temporary Use Notice	500	500	0	0%	0	0	0	
<b>Licensed Premises Gaming Machine Permit:-</b>								
Grant	150	150	0	0%	0	0	0	
Grant (Existing Operator)	100	100	0	0%	0	0	0	
Annual Fee	50	50	0	0%	0	0	0	
Variation	100	100	0	0%	0	0	0	
Transfer	25	25	0	0%	0	0	0	
Change of Name	25	25	0	0%	0	0	0	
Copy of permit	15	15	0	0%	0	0	0	
<b>Club Gaming &amp; Club Machine Permits:-</b>								
Grant or Renewal	200	200	0	0%	0	0	0	
Grant or Renewal (Fast Track)	100	100	0	0%	0	0	0	
Variation	100	100	0	0%	0	0	0	
Annual Fee	50	50	0	0%	0	0	0	
Copy of permit	15	15	0	0%	0	0	0	
<b>Lottery Registration:-</b>								
Grant statutory fee	40	40	0	0%	0	0	0	
Annual statutory fee	20	20	0	0%	0	0	0	
<b>Automatic Entitlement - upto two Cat C or D machines:-</b>								
Notification	50	50	0	0%	0	0	0	
<b>Unlicensed Family Entertainment Centre:-</b>								
Grant	300	300	0	0%	0	0	0	
Grant (Existing Operator)	100	100	0	0%	0	0	0	
Copy of permit	15	15	0	0%	0	0	0	
Change of Name	25	25	0	0%	0	0	0	
<b>Prize Gaming Permit:-</b>								
Grant	300	300	0	0%	0	0	0	
Grant (Existing Operator)	100	100	0	0%	0	0	0	
Copy of permit	15	15	0	0%	0	0	0	
Change of Name	25	25	0	0%	0	0	0	

**Key:-**

- Maximum allowed under Act
- Fees determined by statute and not subject to change

# Licensing Committee – 31<sup>st</sup> January, 2014

Fees & Charges Approval Form 2014/15

Service Provided	Standard Charge 2013/14	Proposed Charge 2014/15	Increase / (Decrease)		Concessionary Charge 2013/14	Proposed Concessionary Charge 2014/15	Increase / (Decrease)	
	£	£	£	%	£	£	£	%
<b>Miscellaneous</b>								
Poisons (register)	62	63	1	2%	0	0	0	
Poisons (renewal)	36	37	1	2%	0	0	0	
Performing Animals Act	201.90	205.94	4.04	2%	No concessions	No concessions	N/A	N/A
Riding Establishments	174.10	177.58	3.48	2%	No concessions	No concessions	N/A	N/A
Pet Shops	123.60	126.07	2.47	2%	No concessions	No concessions	N/A	N/A
Skin Piercing Premises	196.70	200.63	3.93	2%	No concessions	No concessions	N/A	N/A
Mobile Trader Consents	322.40	328.85	6.45	2%	No concessions	No concessions	N/A	N/A
Food Safety Health certificates	73.10	74.56	1.46	2%	No concessions	No concessions	N/A	N/A
Provision of statements to solicitors	146.30	149.23	2.93	2%	No concessions	No concessions	N/A	N/A
Animal Boarding Establishments	100.90	102.92	2.02	2%	No concessions	No concessions	N/A	N/A
Dog breeding establishments	75.20	76.70	1.50	2%	No concessions	No concessions	N/A	N/A
Dangerous wild animals	73.10	74.56	1.46	2%	No concessions	No concessions	N/A	N/A
Registration of persons skin piercing	46.40	47.33	0.93	2%	No concessions	No concessions	N/A	N/A
<b>Scrap Metal Dealers Act 2013 (Fees approved)</b>								
Grant of Site Licence	329	336	7	2%	0	0	0	
Additional Site(s)	50	51	1	2%	0	0	0	
Variation of Site Licence	75	77	2	2%	0	0	0	
Grant of Collectors Licence	237	242	5	2%	0	0	0	
Variation of Collectors Licence	75	77	2	2%	0	0	0	
Replacement or copy licence	25	26	1	2%	0	0	0	
Change of licence details (Trading Name, address etc)	30	31	1	2%	0	0	0	
Change of Site Manager	45	46	1	2%	0	0	0	
Change of Site	30	31	1	2%	0	0	0	
Change Collectors to Site Licence	75	77	2	2%	0	0	0	
Change Site to Collectors Licence	75	77	2	2%	0	0	0	
<b>Environmental Protection</b>								
Commercial pest treatments/hour	55.40	56.51	1.11	2%	No concessions	No concessions	N/A	N/A
Contract pest treatments/hour	55.40	56.51	1.11	2%	No concessions	No concessions	N/A	N/A
Domestic Wasp Treatments	0.00	0.00	0.00	0%	N/A	N/A	N/A	N/A
Landfill location plan and data sheet	36.80	37.54	0.74	2%	No concessions	No concessions	N/A	N/A
Check if property <250m from landfill site*	10.00	10.00	0.00	0%	No concessions	No concessions	N/A	N/A
Detailed report on contaminated land/hour	72.10	73.54	1.44	2%	No concessions	No concessions	N/A	N/A
* This charge has been held at £10 for consistency with the cost of asking an additional question on form CON 29								
<b>Trading Standards</b>								
Verification Metrology testing fees	7.52	7.67	0.15	2%	0	0	0	
UKAS Metrology testing fees	26.06	26.58	0.52	2%	0	0	0	
Sect 74 testing fees	17.00	17.34	0.34	2%	0	0	0	
Hourly rate	108.05	110.21	2.16	2%	0	0	0	
Proceeds of Crime Investigations (AFI's)	62.50	63.75	1.25	2%	0	0	0	
<b>See additional Metrology fees in Appendix 1a</b>	Various	Various	Various	2%	0	0	0	
<b>Licensing of Houses in Multiple Occupation</b>								
Initial licence fee	721.00	735.42	14.42	2%	See discounts	See discounts		
Renewal licence fee	515.00	525.30	10.30	2%	See discounts	See discounts		
Discount for second and subsequent properties	50.00	50.00	0.00	0%				
Discount for MLAS membership	150.00	150.00	0.00	0%				
Discount for membership of Landlord Association	50.00	50.00	0.00	0%				
<b>Charges for Housing Act 2004 Enforcement Action</b>								
<b>Based on hourly rate +96% overheads</b>								
eg SCP 47	53.94	55.02	1.08	2%	No concessions	No concessions		
<b>Fixed Penalty Notices</b>								
Failure to produce waste transfer note - set by statute	300.00	300.00	0.00	0%	0.00	0.00	N/A	N/A
Failure to produce waste carriers docs - set by statute	300.00	300.00	0.00	0%	0.00	0.00	N/A	N/A
Offences in relation to waste receptacles (Household) **	100.00	80.00	0.00	0%	0.00	0.00	N/A	N/A
Offences in relation to waste receptacles (Commercial)	100.00	100.00	0.00	0%	0.00	0.00	N/A	N/A
Offences in relation to intruder alarm notification	75.00	75.00	0.00	0%	No Concessions	No Concessions	N/A	N/A
Noise Act 1996, noise from licensed premises-by statute	500.00	500.00	0.00	0%	No Concessions	No Concessions	N/A	N/A
Noise Act 1996, offence in relation to noise from dwellings	100.00	100.00	100.00	0%	No Concessions	No Concessions	N/A	N/A
<b>Licensing Act 2003</b>								
Temporary event notice	21	21	0	0%	0	0	0	
Theft, loss etc of temporary event notice	11	11	0	0%	0	0	0	
Theft, loss, etc of premises licence or summary	11	11	0	0%	0	0	0	
Premises licence notification of change of name or address	11	11	0	0%	0	0	0	
Application to vary licence to specify individual as premises supervisor	23	23	0	0%	0	0	0	
Application for transfer of premises licence	23	23	0	0%	0	0	0	
Theft, loss etc of club certificate or summary	11	11	0	0%	0	0	0	
Notification of change of name or alteration of rules of club	11	11	0	0%	0	0	0	
Change of relevant registered address of club	11	11	0	0%	0	0	0	
Right of freeholder etc to be notified of licensing matters	21	21	0	0%	0	0	0	

# Licensing Committee – 31<sup>st</sup> January, 2014

Fees & Charges Approval Form 2014/15

Service Provided	Standard Charge 2013/14	Proposed Charge 2014/15	Increase / (Decrease)		Concessionary Charge 2013/14	Proposed Concessionary Charge 2014/15	Increase / (Decrease)	
	£	£	£	%	£	£	£	%
Interim authority notice following death etc of licence holder	23	23	0	0%	0	0	0	0
Application for a provisional statement where premises being built etc.	315	315	0	0%	0	0	0	0
Minor variation application	89	89	0	0%	0	0	0	0
Personal licence grant/renewal application	37	37	0	0%	0	0	0	0
Theft, loss, etc of personal licence or summary	11	11	0	0%	0	0	0	0
Personal licence notification of change of name or address	11	11	0	0%	0	0	0	0
<b>New applications and variations according to rateable value:-</b>								
Band A (None - £4,300)	100	100	0	0%	0	0	0	0
Band B (£4,301 - £33,000)	190	190	0	0%	0	0	0	0
Band C (£33,001 - £87,000)	315	315	0	0%	0	0	0	0
Band D (£87,001 - £125,000)	450	450	0	0%	0	0	0	0
Band E (£125,001+)	635	635	0	0%	0	0	0	0
<b>Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises:-</b>								
Band D x2 (£87,001 - £125,000)	900	900	0	0%	0	0	0	0
Band E x3 (£125,001+)	1,905	1,905	0	0%	0	0	0	0
<b>Annual Fee (charge) according to rateable value:-</b>								
Band A (None - £4,300)	70	70	0	0%	0	0	0	0
Band B (£4,301 - £33,000)	180	180	0	0%	0	0	0	0
Band C (£33,001 - £87,000)	295	295	0	0%	0	0	0	0
Band D (£87,001 - £125,000)	320	320	0	0%	0	0	0	0
Band E (£125,001+)	350	350	0	0%	0	0	0	0
<b>Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises:-</b>								
Band D x2 (£87,001 - £125,000)	640	640	0	0%	0	0	0	0
Band E x3 (£125,001+)	1,050	1,050	0	0%	0	0	0	0
<b>New application and variation clubs according to rateable value:-</b>								
Band A (None - £4,300)	100	100	0	0%	0	0	0	0
Band B (£4,301 - £33,000)	190	190	0	0%	0	0	0	0
Band C (£33,001 - £87,000)	315	315	0	0%	0	0	0	0
Band D (£87,001 - £125,000)	450	450	0	0%	0	0	0	0
Band E (£125,001+)	635	635	0	0%	0	0	0	0
<b>Annual charge clubs according to rateable value:-</b>								
Band A (None - £4,300)	70	70	0	0%	0	0	0	0
Band B (£4,301 - £33,000)	180	180	0	0%	0	0	0	0
Band C (£33,001 - £87,000)	295	295	0	0%	0	0	0	0
Band D (£87,001 - £125,000)	320	320	0	0%	0	0	0	0
Band E (£125,001+)	350	350	0	0%	0	0	0	0
<b>Additional premises licence fee (Number in attendance at any one time):-</b>								
5,000 to 9,999	1,000	1,000	0	0%	0	0	0	0
10,000 to 14,999	2,000	2,000	0	0%	0	0	0	0
15,000 to 19,999	4,000	4,000	0	0%	0	0	0	0
20,000 to 29,999	8,000	8,000	0	0%	0	0	0	0
30,000 to 39,999	16,000	16,000	0	0%	0	0	0	0
40,000 to 49,999	24,000	24,000	0	0%	0	0	0	0
50,000 to 59,999	32,000	32,000	0	0%	0	0	0	0
60,000 to 69,999	40,000	40,000	0	0%	0	0	0	0
70,000 to 79,999	48,000	48,000	0	0%	0	0	0	0
80,000 to 89,999	56,000	56,000	0	0%	0	0	0	0
90,000 and over	64,000	64,000	0	0%	0	0	0	0
<b>Additional Annual fee payable if applicable:-</b>								
5,000 to 9,999	500	500	0	0%	0	0	0	0
10,000 to 14,999	1,000	1,000	0	0%	0	0	0	0
15,000 to 19,999	2,000	2,000	0	0%	0	0	0	0
20,000 to 29,999	4,000	4,000	0	0%	0	0	0	0
30,000 to 39,999	8,000	8,000	0	0%	0	0	0	0
40,000 to 49,999	12,000	12,000	0	0%	0	0	0	0
50,000 to 59,999	16,000	16,000	0	0%	0	0	0	0
60,000 to 69,999	20,000	20,000	0	0%	0	0	0	0
70,000 to 79,999	24,000	24,000	0	0%	0	0	0	0
80,000 to 89,999	28,000	28,000	0	0%	0	0	0	0
90,000 and over	32,000	32,000	0	0%	0	0	0	0

**Key:-**

Fees determined by statute and not subject to change  
 \*\* The maximum amount of £80 is set by statute