

Reissued Agenda

www.oxford.gov.uk



General Purposes Licensing Committee

This meeting will be held on:

Date: **Monday 10 February 2025**

Time: **6.15 pm**

Place: **Oxford Town Hall**

For further information please contact:

Hannah Carmody-Brown, Committee and Members Services Officer,
Committee Services Officer

☎ 01865 252946

✉ democraticservices@oxford.gov.uk

Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

*View or subscribe to updates for agendas, reports and minutes at
mycouncil.oxford.gov.uk.*

All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillors: Membership 15: Quorum 5: No substitutes are permitted.

Councillor Edward Mundy (Chair)

Councillor Mary Clarkson (Vice-Chair)

Councillor Mark Lygo

Councillor Simon Ottino

Councillor Asima Qayyum

Councillor Louise Upton

Councillor Naomi Waite

Councillor Katherine Miles

Councillor Theodore Jupp

Councillor Jo Sandelson

Councillor Dr Max Morris

Councillor Lois Muddiman

Councillor Ian Yeatman

Councillor Ajaz Rehman

Councillor Mohammed Azad

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
Part One - Public Business	
1 Apologies for absence	
2 Declarations of interest	
3 Fees & Charges	7 - 12
<p>The Deputy Chief Executive for City and Citizens' Services has submitted a report to seek agreement of the licence fees for 2025/26 where the Council has discretion over the level of fee charged.</p> <p>Recommendation(s): That the General Purposes and Licensing Committee resolves to:</p> <ol style="list-style-type: none">Agree the licence fees and charges for 2025/26 as set out in appendix 1 and recommend to Council for adoption.	
4 Hackney Carriage Quantity Control Policy Review	
<p>This report has been withdrawn.</p>	
5 Miscellaneous Licensing Update	13 - 18
<p>The Head of Planning and Regulatory Services has submitted a report to update the Committee on progress with Miscellaneous Licensing matters previously raised with or by the Committee.</p> <p>Recommendation(s): That the General Purposes and Licensing Committee resolves to:</p> <ol style="list-style-type: none">Note the current position and planned officer actions regarding the matters within this report.Decide whether to pursue the possibility of incentivising smoke-free pavement licenced areas further, having regard to officer comments in this report.	

6 Miscellaneous Licensing Fees & Charges

19 - 22

The Head of Planning and Regulatory Services has submitted a report to seek agreement of the licence fees for 2025/26 where the Council has discretion over the level of fee charged.

Recommendation(s): That the General Purposes Licensing Committee resolves to:

1. **Agree** the licence fees and charges for 2025/26 as set out in the Appendix 1 and recommend them to Council.

7 Minutes of the previous meeting

23 - 26

Recommendation: to approve the minutes of the meeting held on 20 May 2024 as a true and accurate record.

8 Dates and times of meetings

The Committee is next scheduled to meet on:

- 21 May 2025
- 22 September 2025

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

This page is intentionally left blank

To: General Purposes Licensing Committee
Date: 10th February 2025
Report of: Deputy Chief Executive for City and Citizens' Services
Title of Report: Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments Street Parties and Commercial Events: Licence Fees and Charges for the 2025/26 financial year

Summary and recommendations	
Purpose of report:	To seek agreement of the licence fees for 2025/26 where the Council has discretion over the level of fee charged
Corporate Priority	Strong, fair economy.
Policy Framework	None
Recommendation(s): That the General Purposes Licensing Committee resolves to:	
1. Agree the licence fees and charges for 2025/26 as set out in the Appendix 1 and recommend to Council for adoption	

Appendices	
Appendix 1	Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments and Street Parties Fees and Charges 2025/26

Introduction

1. The purpose of this report is to seek agreement to the licence fees and charges that should apply for 2025/26, for those activities where the Council has discretion. This report does not cover the fees for Licensing and Gambling Act activities, which are reported separately to the Licensing and Gambling Acts Committee.
2. The fees and charges detailed within this report and found at **Appendix 1** relate solely to the functions of the General Licensing Team. A further report will be provided to Members in relation to the fees and charges related to the functions of the Miscellaneous Licensing Team.

3. The relevant legislation for the functions detailed in this report are Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, Scrap Metal Dealers Act 2013, Local Government (Miscellaneous Provisions) Act 1982.
4. The statutory principle in relation to the setting of fees is that they should be reasonable, proportionate and not exceed the cost of the procedures and formalities of the relevant licensing scheme, including staffing, training, administration, testing, inspections, hearings, and regulation.
5. Licence fees set by the Council and administered in the General Licensing function consist of Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders (Street Parties), Scrap Metal Dealers and Sex Establishments.

Commercial Events and events with no commercial element (including Street Parties)

6. The making of Temporary Road Closure Orders under the Town Police Clauses Act 1847 is a discretionary service and the Council may make a charge for carrying it out, as long as the charge does not exceed the costs to the Authority.
7. Several Road Closure applications are made each year for events involving a commercial element, such as for Christmas Market, Little Clarendon Street Market, Art Market, North Parade Market, Christmas Light Festival etc.
8. It is important to note that where the application meets the test of being for a community or charitable event with no commercial gain the fee can be waived by the Authority, Deputy Chief Executive, in support of such events.
9. Members are asked to note that the fees have been revised and a minor increase of approximately 4% has been applied to cover the Authority costs, due to inflationary pressures. The fees and charges can be found in **Appendix 1**.

Hackney Carriage and Private Hire Licence Fees and Charges

10. Members should also note that the Hackney Carriage and Private Hire fees have been revised and minor increase of an average between 4% has been applied to cover the Authority costs due to inflationary pressures. The fees can be found in **Appendix 1**.

Scrap Metal Dealers

11. The licensing of Scrap Metal Dealers and collectors is an executive function which is the responsibility of Cabinet. The fees have been submitted to Cabinet for consultation in December 2024 and will go back for approval in February 2025. Therefore, the setting of fees does not fall to this Committee. The fees for this function can be found in **Appendix 1** for Members to note, which also have been revised due to inflationary pressures.

Sex Establishments and Sexual entertainment venues

12. Fees and charges for these functions have been revised and minor increase of an average 4% has been applied to cover the Authority costs, due to inflationary pressures. The fees can be found in **Appendix 1**.

Financial implications

13. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget estimates for 2025/26.

Legal issues

14. The power to levy fees is contained in the legislation relevant to each function or in the Local Government Act 2003 in relation to discretionary services. Fees and charges should reasonably represent the costs of carrying out the function.

Equality Impact

15. There are no adverse impacts anticipated on any person with protected characteristics.
16. The Council has a Public Sector Equality Duty (PSED) under the Equality Act 2010 to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
 - Foster good relations between people who share a relevant protected characteristic and those who do not (which involves having due regard, in particular, to the need to tackle prejudice and promote understanding).

Environmental Considerations

17. There are no environmental considerations arising directly from this report.

Report author	Joshua Curnow
	Licensing Team Manager
	Community Safety
	01865 252565
	jcurnow@oxford.gov.uk

APPENDIX ONE

GENERAL PURPOSES LICENSING COMMITTEE	2024/25	2025/26	Increase/ (Decrease)	Increase/ (Decrease)
FEES & CHARGES 2025/2026	Charge	Charge	(Decrease)	(Decrease)
	£	£	£	%
Taxi Licensing:				
VEHICLES				
Hackney Carriage	453.60	472.00	18.40	4.06
Hackney Carriage (ULEV Early Adopter Discount)	340.20	354.00	13.80	4.06
Hackney Transfer of Ownership	113.00	118.00	5.00	4.42
Hackney Change of Vehicle	113.00	118.00	5.00	4.42
Hackney Temporary Vehicle	84.00	87.00	3.00	3.57
Private Hire	297.00	309.00	12.00	4.04
Private Hire (Fully Electric Vehicle)	183.00	190.00	7.00	3.83
Private Hire (Wheelchair Accessible Vehicle (WAV))	108.00	112.00	4.00	3.70
Private Hire Transfer	113.00	118.00	5.00	4.42
Private Hire Change of Vehicle	113.00	118.00	5.00	4.42
Private Hire Temporary Vehicle	84.00	87.00	3.00	3.57
Taxi Licensing:				
DRIVERS				
Hackney Combined (1 year licence)	130.00	135.00	5.00	3.85
Hackney Combined (3 year licence)	388.00	405.00	17.00	4.38
Hackney Combined (3 year licence only) for Oxfordshire Licensed drivers with 1 full year on current licence	260.00	270.00	10.00	3.85
Hackney Combined (3 year licence only) for Oxfordshire Licensed drivers with 2 full years on current licence	130.00	135.00	5.00	3.85
Private Hire (1 year licence)	115.00	120.00	5.00	4.35
Private Hire (3 year licence)	343.00	360.00	17.00	4.96
Private Hire (3 year licence only) for Oxfordshire Licensed drivers with 1 full year on their current licence	230.00	240.00	10.00	4.35
Private Hire (3 year licence only) for Oxfordshire Licensed drivers with 2 full year on their current licence	115.00	120.00	5.00	4.35
Taxi Licensing:				
ADDITIONAL CHARGES:				
Mandatory Safeguarding and Disability Awareness Training - Oxfordshire County Council Charge (Provider)	55.00	55.00	0.00	0.00
Local Knowledge & Safeguarding Test	84.00	87.00	3.00	3.57
Local Knowledge & Safeguarding Re-Test	84.00	87.00	3.00	3.57
DVLA Check	7.00	7.00	0.00	0.00
Trust ID - DBS & RTW Check	13.00	14.00	1.00	7.69

GENERAL PURPOSES LICENSING COMMITTEE	2024/25	2025/26	Increase/	Increase/
FEES & CHARGES 2025/2026	Charge	Charge	(Decrease)	(Decrease)
	£	£	£	%
Licence badge/replacement badge	12.00	12.00	0.00	0.00
Replacement External Vehicle Plate	28.00	29.00	1.00	3.57
Internal Vehicle Licence Plate	17.00	18.00	1.00	5.88
Replacement Internal Vehicle Licence Plate	17.00	18.00	1.00	5.88
Exempt badge/replacement badge	28.00	29.00	1.00	3.57
Replacement approved fare chart	2.00	2.00	0.00	0.00
Duplicate paper licence (replacement)	6.00	6.00	0.00	0.00
Unpaid Cheque Charge	34.00	35.00	1.00	2.94
Amendments to Private Hire Operator Licence	113.00	118.00	5.00	4.42
Vehicle Exemption Notice	56.00	58.00	2.00	3.57
Taxi Licensing:				
PRIVATE HIRE OPERATOR LICENCE				
Vehicle 3 & under (1 year licence)	555.12	577.00	21.88	3.94
Vehicle 4 & over (1 year licence)	1,110.00	1,154.00	44.00	3.96
Vehicle 3 & under (5 year licence)	2,775.00	2,886.00	111.00	4.00
Vehicle 4 & over (5 year licence)	5,550.00	5,772.00	222.00	4.00

GENERAL PURPOSES LICENSING COMMITTEE	2024/25	2025/26	Increase/	Increase/
FEES & CHARGES 2025/2026	Charge	Charge	(Decrease)	(Decrease)
	£	£	£	%
Road Closures				
Commercial Event Road Closures- Events (under 500 people)	125.00	130.00	5.00	4.00
Commercial Event Road Closures- Market and Street Fairs	300.00	312.00	12.00	4.00
Commercial Event Road Closures- Events (500 or more people)	360.00	374.00	14.00	3.89
Road Closure with no commercial element inc Street Parties	18.00	19.00	1.00	5.56
Scrap Metal Dealers (Three Year Licence)				
New Site Licence	1,382.00	1,437.00	55.00	3.98
Renewal Site Licence	1,382.00	1,437.00	55.00	3.98
Variation Site Licence	340.00	354.00	14.00	4.12
New Mobile Collector Licence	686.00	713.00	27.00	3.94
Renewal Mobile Collector Licence	686.00	713.00	27.00	3.94
Variation Mobile Collector Licence	340.00	354.00	14.00	4.12
Sex Establishments				
Sex establishment (Sex Shop or Sex Cinema)- New	2,840.00	2,954.00	114.00	4.01
Sex establishment (Sex Shop or Sex Cinema)- Renewal	2,840.00	2,954.00	114.00	4.01
Sex establishment (Sex Shop or Sex Cinema)- Variation/ transfer	1,328.00	1,381.00	53.00	3.99
Sexual entertainment venues new	6,664.00	6,930.00	266.00	3.99
Sexual entertainment venues renewal	6,664.00	6,930.00	266.00	3.99
Sexual entertainment variation/ transfer	1,328.00	1,381.00	53.00	3.99

To: General Purposes Licensing Committee
Date: Monday 10 February 2025
Report of: Head of Planning and Regulatory Services
Title of Report: Miscellaneous Licensing Update Report

Summary and recommendations	
Purpose of report:	To update Committee on progress with Miscellaneous Licensing matters previously raised with or by the Committee
Corporate Priority	Enable an inclusive economy and Support Thriving Communities
Policy Framework	Street Trading Policy, Pavement Licensing regime.
Recommendation(s): That the General Purposes Licensing Committee resolves to:	
<ol style="list-style-type: none"> 1. Note the current position and planned officer actions regarding the matters within this report. 2. Decide whether to pursue the possibility of incentivising smoke-free pavement licenced areas further, having regard to officer comments in this report. 	

1. This report is intended to inform the General Purposes Licensing Committee about progress with Miscellaneous Licensing matters previously raised at the May 2024 Committee Meeting.

Pavement Licensing

2. At its May 2024 Meeting, the Committee heard about changes in legislation to make the temporary pavement licensing regime permanent. The permanent regime was brought in under statutory mandatory *Transitional Arrangements*, including revised application rules and new fees, the latter subsequently confirmed by Council.
3. Since then, the Business Regulation Team (BRT) has implemented the Transitional Arrangements and has processed 91 new or repeated applications for the new 2-year Licenses, with one application being refused.

4. All existing licence holders were notified of the changes, but in the case of a small number it proved necessary to send out reminder letters and, for a few, to apply enforcement measures, including warning letters and in-person officer visits.
5. Officers are working with colleagues in the ICT Digital Development Opportunities Team (part of the Council's Fit for the Future programme) to introduce an online application facility for pavement licences. A similar online service was introduced for Street Trading in December 2024.

Pavement Licence Smokefree Provisions

6. At its meeting of 5th February 2024, Committee requested *“the Business Regulation Team to prepare a report setting out the feasibility and implementation requirements for an amendment to the pavement licence provision to include an incentivised fee for smoke-free and vape-free establishments, for consideration of the Committee at its next meeting in May 2024.*
7. The earlier than expected commencement of the 2023 Act required Business Regulation Team officers to prioritise implementation measures over other work. It was stated that working towards a report for the 22 September Committee meeting had begun. The latter meeting did not take place.
8. Officers have reviewed the pavement licensing legislation, statutory guidance and current provisions and comment as follows:
 - One of the two national conditions imposed by the pavement licensing legislation requires a pavement licence holder to make reasonable provision for seating where smoking is not permitted. The Council applies this condition, as set out in Appendix A to this report. The Statutory Guidance for pavement licenses goes on to say that: *“This means that where businesses provide for smokers, customers will also have the option of sitting in a non-smoking area.”*
 - Current practice is that any complaint received by officers concerning smoking and non-smoking provisions at a licensed business is followed up by a site visit and enforcement of this condition.
 - Current Fees & Charges are based on the cost of providing the pavement licensing service. Any financial incentivisation which resulted in a reduction in fees for some businesses would potentially adversely impact service provision.
 - Action on Smoking and Health (ASH) have published information indicating that a 100% smoking ban may be implemented by local authorities, citing examples of several local authorities who have successfully done so. This option could be considered further by officers as an alternative to incentivisation.
 - In November 2024 the UK Government introduced the Tobacco and Vapes Bill. The Bill includes a range of measures to reduce smoking and vaping prevalence in the UK. However, In England, hospitality settings, including outside areas of pubs and bars, will not be included

in the proposed extension to the indoor smoking ban. Government have stated that this is because the Bill aims to strike a balance between protecting the most vulnerable and ensuring businesses are not financially harmed.

9. Members are recommended to decide whether to pursue the possibility of incentivising smoke-free pavement licenced areas further, having regard to officer comments in this report.

Street Trading and Traffic Management Controls

10. In considering an application for renewal of a Street Trading Consent on Frideswide Square at its 25th March 2024 meeting, the General Purposes Licensing Casework Sub-Committee (“the Sub-Committee”) had raised to the General Purposes Licensing Committee, the need for a review of the Council's street trading consultation processes and policy, as outlined in the current Street Trading Policy.
11. At its 20 May 2024 meeting, the Committee heard that officers had improved the consultation process, in liaison with County Council colleagues, but that the review would also need to take account of the outcomes from a request made by the same Sub-Committee to respective Cabinet Members from both councils, to review the traffic restrictions imposed on Frideswide Square and align this with the shared vision of both councils in relation to their policies on public realms.
12. Officers can report that the need for a shared vision has been acknowledged at Member and officer level. Officers have taken forward the joint working principle via the City-County Active Transport Group (CCAT), the process more widely being applied to several other street trading sites in the city, which are located in or near to traffic management-controlled areas. A workstream to support outdoor furniture and street trading was developed under the Central Oxfordshire Movement and Place Framework (COMPF) and officers had set a programme to review and regularise each trading site no later than March 2025. This date has since been extended to March 2026,

Street Trading Consent numbers

13. As at 29 January 2025, 34 street trading consents were in place (compared to 36 in 2024)
14. During the 2024-25 year, to date, 2 new applications have been approved, 2 are pending decision, one has been suspended and 3 have ceased trading.
15. Overall, the demand for street trading pitches continues to exceed suitable available sites.

Finance Issues

16. The proposed Fees & Charges scheme for Miscellaneous Licensing services is set out in a separate report to this Committee Meeting.

Legal Issues

17. The enforcement of legal requirements made under national legislation is subject to the Council's Corporate Enforcement Policy. Licensing officers have regard to this Policy for example in using education, encouragement, and enforcement to uphold statutory requirements and encourage good practice.

Equality impact

18. There are no adverse impacts anticipated on anyone with protected characteristics.

19. The Council has a Public Sector Equality Duty under the Equality Act 2010 to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
- Foster good relations between people who share a relevant protected characteristic and those who do not (which involves having due regard, in particular, to the need to tackle prejudice and promote understanding).

Environmental implications

20. There are no environmental considerations arising directly from this report overall, though environmental impact and preventive measures form part of the Council's Street Trading Policy 2023.

Report author	David Stevens
	Principal Lead Officer Business Regulation Team Planning and Regulatory Services dstevens@oxford.gov.uk

Pavement Licence – National Conditions

The Secretary of State publishes this condition in exercise of his powers under [clause 5(6)] of the Business and Planning Act 2020:

Condition relating to clear routes of access:

- 1) It is a condition that clear routes of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#).

Guidance on the effect of this condition

- a) To the extent that conditions imposed or deemed to be imposed on a pavement licence do not require the licence holder to require clear routes of access to be maintained, taking into account the needs of disabled people and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#), the licence is granted subject to those requirements.
- b) To the extent that a licence is granted subject to a condition which imposes requirements to maintain clear routes of access that are inconsistent with the requirements set out in this condition this condition is not imposed on the licence.

Condition relating to smoke-free seating:

- 2) It is a condition that, where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence-holder must make reasonable provision for seating where smoking is not permitted. In considering whether a licence-holder has made reasonable provision for seating where smoking is not permitted, a local authority must have regard to guidance issued by the Secretary of State.

Guidance on the effect of this condition

- a) Clear 'smoking' and 'non-smoking' areas, with 'no smoking' signage displayed in designated 'smoke-free' zones in accordance with Smoke-free (signs) regulations 2012 which can be viewed [here](#).
- b) No ash trays or similar receptacles to be provided or permitted to be left on furniture where smoke-free seating is identified.
- c) Licence holders should provide a minimum 2M distance between non-smoking and smoking areas, wherever possible.

This page is intentionally left blank

To: General Purposes Licensing Committee
Date: 10th February 2025
Report of: The Director of Planning and Regulatory Services.
Title of Report: Miscellaneous Licensing: Fees and Charges for the 2025/26 financial year

Summary and recommendations	
Purpose of report:	To seek agreement of the licence fees for 2025/26 where the Council has discretion over the level of fee charged
Corporate Priority	Enable an inclusive economy and Support Thriving Communities
Policy Framework	None
Recommendation(s): That the General Purposes Licensing Committee resolves to:	
1. Agree the licence fees and charges for 2025/26 as set out in the Appendix 1 and recommend them to Council	

Appendices	
Appendix 1	Acupuncture, Ear Piercing, Electrolysis & Tattooing, Animal Boarding, Dangerous Wild Animals, Dog Breeding, Pavement/ Cafes Licence, Pet Shops, Exhibiting Animals, Riding Establishments, Street Trading and Zoos.

Introduction

1. The purpose of this report is to seek agreement to the licence fees and charges that should apply for 2025/26, for those activities where the Council has discretion. This report does not cover the fees for Licensing and Gambling Act activities, which are reported separately to the Licensing and Gambling Acts Committee.
2. The fees and charges detailed within this report and found at **Appendix 1** relate solely to the functions of the Business Regulation Team. A further report will be provided to Members in relation to the fees and charges related to the functions of the General Licensing Team.

3. The statutory principle in relation to the setting of fees is that they should be reasonable, proportionate, and not exceed the cost of the procedures and formalities of the relevant licensing scheme, including staffing, training, administration, testing, inspections, hearings, and regulation.
4. Licence fees set by the Council and administered in the Miscellaneous Licensing function within the Business Regulation Team comprise the following: Acupuncture, Ear Piercing, Electrolysis & Tattooing, Animal Boarding, Dangerous Wild Animals, Dog Breeding, Pavement Cafes, Pet Shops, Exhibiting Animals, Riding Establishments, Street Trading and Zoos.
5. Members are asked to note that the fees have been revised and minor increases applied to cover the Authority costs, due to inflationary pressures.
6. Pavement License update -The Levelling Up and Regeneration Act 2023 makes permanent the provisions set out in the Business and Planning Act (BPA) 2020 that streamlined the process to allow businesses to secure these licences quickly. Licences that are deemed to have been granted, should remain in place for such period as the local authority may specify in the licence, with a maximum limit of two years. Existing licences with no end date are extended to 2 years from the commencement date. The proposed fees may be seen in Appendix 1. Currently 91 pavement licences have been issued.
7. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget estimates for 2025/26.

Legal issues

8. The power to levy fees is contained in the legislation relevant to each function or in the Local Government Act 2003 in relation to discretionary services. Fees and charges should reasonably represent the costs of carrying out the function.

Report author	Nicholas Cox
	Business Regulation Team manager
	Planning and Regulatory Services
	01865 252556
	ncox@oxford.gov.uk

Appendix 1: Proposed Fees & Charges for 2025/2026 applicable to the Miscellaneous Licensing functions within the Business Regulation Team

Regulatory Services Fees and Charges 2025/26	2024/25 Charge	2025/2026 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Street Trading Consents - subject to approval by General Purposes Licensing Committee				
City Centre & Late Night Traders				
Application Fee	378.00	416.00	38.00	10.05
Annual consent (Pro Rata for period of Consent)	8,715.00	9,587.00	872.00	10.01
Weekly Consent (Weekly Rota)	195.00	215.00	20.00	10.26
All other traders				
Application Fee	378.00	416.00	38.00	10.05
Annual consent (Pro Rata for period of Consent)	2,961.00	3,257.00	296.00	10.00
Peripatetic traders (mobile traders- e.g. icecream vans, sandwich vans)				
Application fee	132.00	145.00	13.00	9.85
Annual consent (Pro Rata for period of Consent)	1,538.00	1,692.00	154.00	10.01
General Charges				
Replacement Consent	39.00	43.00	4.00	10.26
Identification badge (per badge)	39.00	43.00	4.00	10.26
Events				
Street Trading at event for commercial benefit (up to 5 days) - per stall	36.50	40.00	3.50	9.59
Street Trading at event for commercial benefit (6-14 days) - per stall	58.00	64.00	6.00	10.34
Street Trading at event for community / charity benefit				
Street Café Licences - subject to approval by General Purposes Licensing Committee				
New Pavement License Fee as set by the Business and Planning Act 2020	100.00	500.00	400.00	400.00
Renewal Pavement License Fee as set by the Business and Planning Act 2020 (every two years)	NA	350.00		
Annual fees for Street Café Licences under the Highways Act 1980				
Up to 8 covers	168.00	184.80	16.80	10.00
9 to 20 covers	220.00	242.00	22.00	10.00
21 or more covers	273.00	300.30	27.30	10.00
Miscellaneous Licensing - subject to approval by General Purposes Licensing Committee				
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - person)	147.00	160.00	13.00	8.84
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - premises)	294.00	322.00	28.00	9.52
Boarding for cats and/or dogs	346.50 + vet fee	380 + vet fee	33.50	9.67
Hiring out horses	346.50 + vet fee	380 + vet fee	33.50	9.67
Breeding dogs	346.50 + vet fee	380 + vet fee	33.50	9.67
Selling animals as pets	346.50 + vet fee	380 + vet fee	33.50	9.67
Keeping or training animals for exhibition	315 + vet fee	345 + vet fee	30.00	9.52
Request for variation	151. + vet fee	165 + vet fee	14.00	9.27
Request for re-inspection	147 + vet fee	160 + vet fee	13.00	8.84
Dangerous Wild Animals	514.50 + vet fee	565 + vet fee	50.50	9.82
Zoo	514.50 + vet fee	565 + vet fee	50.50	9.82
New - Small Society Lotteries		40.00		
Renewal - Small Society Lotteries		20.00		

This page is intentionally left blank

Minutes of a meeting of the General Purposes Licensing Committee on Monday 20 May 2024



Committee members present:

Councillor Mundy (Chair)	Councillor Lygo
Councillor Ottino	Councillor Upton
Councillor Waite	Councillor Jupp
Councillor Miles	Councillor Sandelson
Councillor Max Morris	Councillor Muddiman
Councillor Yeatman	Councillor Rehman
Councillor Azad	

Officers present for all or part of the meeting:

Alison Daly, Legal Adviser
Anna Dumitru, General Licensing Team Leader
Joshua Curnow, Supervising Senior Licensing Officer
David Stevens, Business Regulation Principal Lead Officer
Celeste Reyeslao, Committee and Member Services Officer

Apologies:

Councillor(s) Clarkson and Qayyum sent apologies.

1. Appointment of Chair for the Council Year 2024-25

Before inviting nominations, it was explained that the Committee Chair and Vice-Chair traditionally alternated as Sub-Committee chairs, provided the Sub-Committees comprising three members remained politically balanced. The Committee was informed that any of its members may be nominated and elected Committee Chair, however the Chair may not sit on Sub-Committees if it did not meet the political balance requirements.

Councillor Miles proposed and Councillor Lygo seconded the nomination of Councillor Mundy to be elected as Chair of the Committee for 2024/25.

Following questions from Councillor Rehman and Councillor Muddiman, the Committee was referred to Section 14.2 of the Constitution and noted that deviation from the political proportionality requirement for its Sub-Committees could be considered in exceptional circumstances with reasons.

Cllr Lygo left the meeting and did not return.

In discussion, the Committee agreed that deviating from political balance requirements would alleviate the logistical burden on members belonging to small groups and mitigate the impacts on Council operations.

Councillor Muddiman proposed and Councillor Jupp seconded a motion to disapply the political proportionality requirement for its Sub-Committees. Having applied Section 17 of the Local Government and Housing Act 1989, the motion was put to the vote and with all members present voting in favour, the motion was agreed.

There were no other nominations.

The General Purposes Licensing Committee resolved that Councillor Mundy be elected as the Chair for 2024/25.

Cllr Rehman left the meeting and did not return.

2. Appointment of Vice-Chair for the Council Year 2024-25

Councillor Upton proposed and Councillor Sandelson seconded the nomination of Councillor Waite to be elected as Vice-Chair of the Committee for 2024/25.

There were no other nominations.

The General Purposes Licensing Committee resolved that Councillor Clarkson be elected as Vice-Chair for 2024/25.

3. Declarations of interest

There were no declarations of interest.

4. Appointment of Sub-Committees

The Committee considered the report of the Head of Law and Governance setting out the establishment of four sub-committees for the 2024/25 council year to deal with casework flowing from the Committee's own responsibilities.

Councillor Muddiman proposed that Sub-Committees A, B, C, and D each consist of three members from different political groups to enhance diverse representation. She also suggested that substitutes must come from a political group not already represented in each Sub-Committee. However, concerns were raised about the constraints this might place on selecting available substitutes, given the Committee had agreed to deviate from strict political balance requirements.

The Committee and Member Services Officer suggested considering substitutes from the pool of members not appointed to any Sub-Committee before seeking substitutes from those already appointed. The Committee agreed, highlighting a preference for ensuring diverse political group representation where possible.

The General Purposes Licensing Committee resolved to:

1. **Agree** that the casework hearings for taxi, private hire or other driver or vehicle licences, street trading consents and sex establishment licences should be

determined by sub-committees on the basis of the Powers and Duties of GPL Sub-Committees at Appendix A.

2. **Establish** four ~~politically-balanced~~ sub-committees of three members, and **agree** the membership, each to undertake the casework of the General Purposes Licensing Committee as set out in Appendix A:
 - Sub-Committee A: Councillor Ed Mundy, Councillor Lois Muddiman, Councillor Simon Ottino
 - Sub-Committee B: Councillor Mary Clarkson, Councillor Jo Sandelson, Councillor Ian Yeatman
 - Sub-Committee C: Councillor Ed Mundy, Councillor Katherine Miles, Councillor Naomi Waite
 - Sub-Committee D: Councillor Mary Clarkson, Councillor Max Morris, Councillor Theo Jupp
3. **Agree** that substitution is permitted on each of the four Sub-Committees but that substitutes must be from the General Purposes Licensing Committee. Substitutes will be sought from the pool of members not appointed to any Sub-Committee before seeking substitutes from those already appointed, with a preference for ensuring diverse political group representation where possible.
4. **Agree** the meeting dates and time as set out in the report.

5. Update for the General Purposes Licensing Committee

The Committee noted the update report.

6. Miscellaneous Licensing Update Report

In addition to the submitted report, and at the request of the Chair, David Stevens, Principal Lead Officer, provided the Committee with a summary background to the Little Blue Van street trading case. He then highlighted the following related updates:

- The deficiencies in the consultation and response process between the City and County Councils, which had been highlighted by this case, had now been addressed.
- The resulting improved joint working between the councils had identified several other city centre sites which are on parking / traffic-restricted locations. Officers had set a programme to review and regularise each trading site no later than March 2025.
- Both City and County Council members had started to engage at a corporate level, recognising the need to work to shared visions for place-making as well as regulatory constraints within the city.
- A workstream to support outdoor furniture and street trading was being developed under the Central Oxfordshire Movement and Place Framework (COMPF), which would help ensure that joint working would consider traffic regulations, street trading consents, and placemaking aspects together.
- The County Council had decided to indefinitely withhold traffic enforcement action against the Little Blue Van. This decision necessitated a review of the existing TRO by the County Council, a process which would eventually involve public consultation. Once this process had taken place, a final decision on the TRO review would be made by a County Council Cabinet member.
- It was hoped that the final decision would permanently change the TRO to enable street trading to continue at the location in question.
- Progress had been made towards proper regulation of existing sites.

The Committee noted the update report.

7. Minutes of the previous meeting

The Committee resolved to **approve** the minutes of the meeting held on 5 February 2024 as a true and accurate record.

8. Dates and times of meetings

The Committee noted the dates and times of future meetings.

The meeting started at 6:20 pm and ended at 7:16 pm

Chair

Date: Monday 23 September 2024

*When decisions take effect:
Cabinet: after the call-in and review period has expired
Planning Committees: after the call-in and review period has expired and the formal decision notice is issued
All other committees: immediately.
Details are in the Council's Constitution.*