

**To:** Licensing and Gambling Acts Committee

**Date:** 24 January 2018

**Report of:** Head of Community Services

**Title of Report:** Licensing Act 2003 & Gambling Act 2005:  
Licence Fees & Charges for the 2018/19 financial year

### Summary and Recommendations

**Purpose of report:** To seek agreement of the licence fees for 2018/19 where the Council has discretion over the level of fee charged.

**Policy Framework:** Vibrant Sustainable Economy

**Recommendation(s):**

**The Committee is requested to:**

- (a) agree the licence fees and charges for 2018/19 as set out in this report and recommend them to Council.

**Additional papers:**

**Appendix One:** Licensing & Gambling Acts Fees & Charges 2018/19

### Introduction

1. The purpose of this report is to seek agreement to the licence fees and charges for 2018/19 where the Council has discretion over the level of fee charged. The proposed fees and charges are set out at **Appendix One**.
2. This Committee is responsible for recommending fees under the Licensing Act 2003 and Gambling Act 2005. Fees for other types of licence will be the subject of a separate report to General Purposes Licensing Committee. All fees under the Licensing Act are set by statute.
3. The authority has discretion under the Gambling Act to set Gambling Premises Licence fees up to the statutory maximum. Fees for Gaming Machine Permits and Temporary Use Notices are set by statute.
4. The general principles when setting fees are that they must be reasonable, proportionate and not exceed the cost of the procedures and formalities under

the relevant licensing scheme, including staffing, training, administration, testing, inspections, regulation, and hearings.

5. It is proposed that for the 2018/19 Council year that no variation to the current fees and charges be made in order to provide financial stability to licence holders in the present economic climate.

### **Financial Implications**

6. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget.

### **Legal Implications**

7. 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. Licensing is not a revenue raising function and fees and charges should reasonably represent the costs of carrying out the function.

**Name and contact details of author:**

Richard Adams

Community Safety & Resilience Service Manager

Community Services

Tel: 01865 (25)2283

Email: radams@oxford.gov.uk