

**To:** Licensing & Gambling Acts Committee  
**Date:** 5<sup>th</sup> February 2024  
**Report of:** Executive Director for Communities and People  
**Title of Report:** Licensing Act 2003 and Gambling Act 2005  
 Licence Fees and Charges for the 2024/25 financial year

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek agreement of the licence fees for 2024/25 where the Council has discretion over the level of fee charged
<b>Corporate Priority</b>	Enable an inclusive economy
<b>Policy Framework</b>	Statement of Licensing Policy, Statement of Gambling Licensing Policy
<b>Recommendation(s):</b> That the Licensing & Gambling Acts Committee resolves to:	
1. <b>Agree</b> the licence fees and charges for 2024/25 as set out in the Appendix 1 and recommend it for Council to adopt	

<b>Appendices</b>	
Appendix 1	Licensing & Gambling Acts Fees and Charges 2024/25

## Introduction

1. The purpose of this report is to seek agreement to the licence fees and charges for 2024/25 where the Council has discretion over the level of fee charged. The proposed fees and charges are set out at **Appendix 1**.
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 2024/25 Council year that no substantial variation to the current fees and charges is made in order to provide financial stability to licence holders in the present economic climate.
6. Members are invited to note the minor fee increase to the **Miscellaneous Charges** section in Appendix 1, page 3.

#### **Miscellaneous Charges**

<b>FEES &amp; CHARGES 2024/2025</b>	<b>2023/24</b>	<b>2024/25</b>	<b>£</b>	<b>%</b>
Copy of Premises/Person Entry in Licensing Register	25.00	27.00	2.00	8.00
Statement of Licensing Policy document	43.00	50.00	7.00	16.28
Statement of Gambling Policy document	43.00	50.00	7.00	16.28
Copy of Licensing Decision Notice	25.00	27.00	2.00	8.00
Current list of licensing applications	12.00	13.00	1.00	8.33
Viewing of Films requiring Certification - Per 15 Minutes	10.00	11.00	1.00	10.00
Issue of Film Certification	10.00	11.00	1.00	10.00

#### **Financial implications**

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

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

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