

**To:** Council  
**Date:** 13<sup>th</sup> February 2025  
**Report of:** Deputy Chief Executive for City and Citizens' Services  
**Title of Report:** Licensing Act 2003 and Gambling Act 2005  
 Licence Fees and Charges for the 2025/26 financial year

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek agreement of the licence fees for 2025/26 where the Council has discretion over the level of fee charged
<b>Key Decision:</b>	No
<b>Committee chair with responsibility:</b>	Cllr Miles, Chair of the Licensing and Gambling Acts Committee
<b>Corporate Priority</b>	Strong, fair economy.
<b>Policy Framework</b>	Statement of Licensing Policy, Statement of Gambling Licensing Policy
<b>Recommendation(s):</b> That the Council resolves to:	
1. <b>Agree</b> the licence fees and charges for 2025/26 as approved by the Licensing and Gambling Acts committee and set out in Appendix 1, recommending it for Council to adopt	

<b>Appendices</b>	
Appendix 1	Licensing & Gambling Acts Fees and Charges 2025/26

## Introduction

1. The purpose of this report is to seek agreement to the licence fees and charges for 2025/26 where the Council has discretion over the level of fee charged. The proposed fees and charges are set out at **Appendix 1**.
2. The Licensing and Gambling Acts 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 2025/26 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>2024/25</b>	<b>2025/26</b>	<b>£</b>	<b>%</b>
Copy of Premises/Person Entry in Licensing Register	27.00	28.00	1.00	3.70
Statement of Licensing Policy document	50.00	52.00	2.00	4.00
Statement of Gambling Policy document	50.00	52.00	2.00	4.00
Copy of Licensing Decision Notice	27.00	28.00	1.00	3.70
Current list of licensing applications	13.00	14.00	1.00	7.69
Viewing of Films requiring Certification - Per 15 Minutes	11.00	12.00	1.00	9.09
Issue of Film Certification	11.00	12.00	1.00	9.09

#### **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.

#### **Equality Impact**

9. There are no adverse impacts anticipated on any person with protected characteristics.
10. 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 implications**

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

<b>Report author</b>	<b>Joshua Curnow</b>
	<b>Licensing Team Manager</b>
	<b>Community Safety</b>
	<b>01865 252565</b>
	<a href="mailto:jcurnow@oxford.gov.uk">jcurnow@oxford.gov.uk</a>

This page is intentionally left blank