

To: Licensing & Gambling Act Committee

Date: 9th February 2025

Report of: Deputy Chief Executive for Citizens and City Services

Title of Report: Licensing Act 2003 and Gambling Act 2005 Licence Fees and Charges for the 2026/27 financial year

Summary and recommendations	
Decision being taken:	To seek agreement on the licence fees for 2026/27 where the council has discretion over the level of fee charged
Key decision:	No
Corporate Priority:	Strong, Fair Economy.
Policy Framework:	Statement of Licensing Policy, Statement of Gambling Licensing Policy

Recommendation(s): That the Licensing & Gambling Acts Committee resolves to:

1. **Recommend** to Council to approve the License Fees and Charges for 2026/27 as per the Licensing Act 2003 and Gambling Act 2005 as set out in Appendix 1.

Information Exempt from Publication
N/A

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Licensing & Gambling Acts Fees and Charges 2026/27	No
Appendix 2	Risk Register	No
Appendix 3	Equality Impact Assessment	No

Introduction and background

1. The purpose of this report is to seek agreement on the licence fees and charges for 2026/27 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 2026/27 Council year that no substantial variation to the current fees and charges is made 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**.

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 Assessment

9. The Council has a Public Sector Equality Duty under the Equality Act 2010 to have due regard to the need to:
 - a. Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
 - b. Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
 - c. 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).

10. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
11. There are no adverse impacts anticipated on any person with protected characteristics.

Environmental Considerations

12. There are no environmental considerations arising from this report.

Report author	Joshua Curnow
Job title	Supervising Senior Licensing Officer
Service area or department	General Licensing
Telephone	01865 252565
e-mail	licensing@oxford.gov.uk

Background Papers:

- 1 [Licensing Act 2003](#)
- 2 [Gambling Act 2005](#)
- 3 [Statement of Licensing Policy](#)
- 4 [Statement of Gambling Licensing Policy](#)