

# Licensing Committee

## Agenda

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**Date:** Monday, 29<sup>th</sup> March, 2010

**Time:** 2.00 pm

**Venue:** The Capesthorpe Room - Town Hall, Macclesfield SK10 1DX

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide three clear working days' notice, in writing, in order for an informed answer to be given.

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Please contact  
E-Mail:

Julie Zientek on 01270 686466  
julie.zientek@cheshireeast.gov.uk with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

4. **Minutes of Previous Meeting** (Pages 1 - 2)

To approve the minutes of the meeting held on 18 January 2010.

5. **Minutes of Licensing Sub-Committees** (Pages 3 - 10)

To receive the minutes of the Licensing Sub-Committee meetings held on 28 January 2010, 2 February 2010 and 8 February 2010.

6. **Fees and Charges - Gambling Act 2005** (Pages 11 - 50)

To consider the proposed fees and charges in relation to functions under the Gambling Act 2005 for the 2010/11 financial year and to determine the fees to be charged.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Licensing Committee**  
held on Monday, 18th January, 2010 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor P Whiteley (Chairman)  
Councillor D Bebbington (Vice-Chairman)

Councillors Rachel Bailey, G Baxendale, T Beard, H Davenport, B Dykes,  
E Gilliland, J Goddard, M Hardy, M Parsons and C Tomlinson

**OFFICERS PRESENT**

Mrs K Khan (Licensing Solicitor) and Mr T Potts (Interim Licensing Manager)

**75 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Rhoda Bailey, L Gilbert  
and A D Ranfield.

**76 DECLARATIONS OF INTEREST**

None.

**77 PUBLIC SPEAKING TIME/OPEN SESSION**

(This item was considered after minute no 79).

In accordance with Procedure Rules 11 and 35, two representatives from the Taxi  
Trade indicated that they wished to address the Committee on behalf of the trade  
in relation to a number of taxi licensing issues.

**78 MINUTES**

RESOLVED

That the minutes be approved as a correct record and signed by the Chairman.

**79 MINUTES OF LICENSING SUB-COMMITTEES**

RESOLVED

That the minutes of the Licensing Sub Committee meetings held on 5 November  
2009 (1.00pm), 12 November 2009 (10.00am), 23 November 2009 (1.00pm), 26  
November 2009 (10.00am) and 16 December 2009 (1.00pm) be approved as  
correct records.

**80 PROPOSED CONSULTATION RELATING TO THE POLICY OF LIMITING THE NUMBER OF HACKNEY CARRIAGES WITHIN THE CONGLETON ZONE (ZONE 1)**

The Committee considered a report outlining the details of the current position in relation to the limit on the numbers of Hackney Carriage Licences within the Congleton zone (zone 1). The Committee was requested to give approval to the consultation exercise in relation to the policy.

RESOLVED

That the Licensing Committee authorise the Licensing Manager to carryout a consultation exercise, as set out within the report, relating to the policy of limiting the number of Hackney Carriages within the Congleton zone of the Council's area.

**81 DELEGATION OF FUNCTIONS - 'MINOR VARIATIONS' (UNDER SECTIONS 41A-C AND 86A-C OF THE LICENSING ACT 2003)**

The Committee considered a report outlining changes to the Licensing scheme of delegation to take account of the 'minor variations' process introduced by the Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009.

RESOLVED

That the Licensing Committee delegate the power to determine applications under sections 41A-C and 86A-C of the Licensing Act 2003, including cases where relevant representations are received and not withdrawn, to the Head of Safer and Stronger Communities.

The meeting commenced at 2.00 pm and concluded at 2.30 pm

Councillor P Whiteley (Chairman)

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Licensing Sub-Committee**  
held on Thursday, 28th January, 2010 at The Capesthorne Room - Town Hall,  
Macclesfield SK10 1DX

**PRESENT**

Councillor P Whiteley (Chairman)

Councillors Rhoda Bailey and M Hardy

**OFFICERS IN ATTENDANCE**

Mrs N Cadman (Licensing Officer) and Mrs K Khan (Licensing Solicitor)

**Apologies**

None.

**1 APPOINTMENT OF CHAIRMAN**

RESOLVED – That Councillor P Whiteley be appointed Chairman.

**2 DECLARATIONS OF INTEREST**

None.

**3 APPLICATION FOR THE VARIATION OF A PREMISES LICENCE - NO. 15 WINE BAR, 15 LONDON ROAD, ALDERLEY EDGE, CHESHIRE**

(The meeting was adjourned at 10.05am until 10.20am in order to allow the Sub Committee to consider information that the applicant's Solicitor had sent through to the Licensing Authority but which Members had not had the opportunity to see).

The Sub-Committee had been asked to consider the application for the variation of a Premises Licence under section 34 of the Licensing Act 2003.

The applicant, the applicant's Solicitor, three local residents and representatives from Environmental Health attended the hearing and made representations with respect to the application.

After a full hearing of the application and in accordance with the rules of procedure, the Chairman of the Sub-Committee reported that, after taking account of:

- The Secretary of State's Guidance under section 182 of the Licensing Act 2003
- Cheshire East Borough Council's Statement of Licensing Policy
- The four licensing objectives (namely the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm)

- All the evidence, including the written representation of local residents the following course of action had been agreed:

**RESOLVED**

That the application for a variation of the Licence be granted as follows

Regulated entertainment and sale of alcohol  
**Thursday to Saturday 11.00 to 02.00**

Late night refreshment  
**Thursday to Saturday 11.00 to 02.30**

Hours of opening  
**Thursday to Saturday 11.00 to 02.30**

In addition the following conditions were agreed:-

1. That SIA registered door security staff were to be employed at the premises on those nights when the premises operated until 2 am or 3 am and on other nights when it is deemed practical due to non-standard timings being used.

It was noted that given the amendment to the application reference to 3 am was no longer relevant.

2. CCTV should be installed at the premises and digital records kept for evidential purposes for a minimum of twenty-eight days and made accessible to Police or Local Authority Officers.

3. The use of the rear external licensed garden area and the rear external licensed first floor balcony should only be used between the hours of 09.00 and 22.00 hours.

4. All rear doors and rear windows should be kept closed whilst regulated musical entertainment was being carried out.

Furthermore the applicant volunteered the following condition:-

1. The Licence Holder would implement a dispersal policy, smoking policy and appropriate signage relating to both car parking and people leaving the premises as submitted to the Sub-Committee.
2. The applicant's representative also advised that there was an amendment to the seasonal variations to 02.00 for regulated entertainment and the sale of alcohol. The applicant advised that that the intention would be to have live music until 21.00 or 22.00 and recorded music thereafter.

**4 APPLICATION FOR A PREMISES LICENCE - TESCO STORES LTD 17-23 LONDON ROAD, ALDERLEY EDGE, CHESHIRE**

The Sub-Committee considered a report regarding an application from Tesco Stores Ltd, 17-23 London Road, Alderley Edge for a Premises Licence under section 17 of the Licensing Act 2003.

The applicant's Solicitor, representatives from Tesco and three residents attended the hearing and made representations with respect to the application.

After a full hearing of the application and in accordance with the rules of procedure, the Chairman of the Sub-Committee reported that, after taking account of:

- The Secretary of State's Guidance under section 182 of the Licensing Act 2003
- Cheshire East Borough Council's Statement of Licensing Policy
- The four licensing objectives (namely the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm)
- All the evidence, including the written representation of a local resident

the following course of action had been agreed:

### RESOLVED

That a Premises Licence be granted for the sale of alcohol for consumption off the premises Monday to Sunday from 07.00 to 23.00.

In addition the applicant agreed to amend the operating schedule to include a condition, in the light of the comment from the Police, that, in addition to the DPS, at least one Personal Licence holder was to be employed by the premises.

The meeting commenced at 9.30 am and concluded at 2.00 pm

Councillor P Whiteley (Chairman)

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## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Licensing Sub-Committee**  
held on Tuesday, 2nd February, 2010 at East Committee Room - Municipal  
Buildings, Earle Street, Crewe, CW1 2BJ

### **PRESENT**

Councillor P Whiteley (Chairman)

Councillors G Baxendale, D Bebbington, J Goddard and A Ranfield

### **OFFICERS IN ATTENDANCE**

Mrs K Khan, Solicitor

Mr P Simester, Licensing Officer

Mrs J Zientek, Democratic Services Officer

### **62 APPOINTMENT OF CHAIRMAN**

RESOLVED – That Councillor P Whiteley be appointed Chairman.

### **63 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **64 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **65 EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED - That the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A) 4 of the Local Government Act 1972 on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing the information.

### **66 10/01 APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES**

The Sub-Committee considered a report regarding an application for a Hackney Carriage/Private Hire Driver's Licence and a supporting letter from the applicant.

The Sub-Committee was informed that the application fell within the Council's policy for determination by the Sub-Committee. Accordingly the hearing had been convened to enable the Sub-Committee to determine whether the application for a Hackney Carriage/Private Hire Driver's Licence should be granted.

The applicant attended the hearing and made representations in respect of his application.

After a full hearing of the application and in accordance with the rules of procedure, the Chairman of the Sub-Committee reported that after taking account of all the evidence, including the applicant's oral representations, the following course of action had been agreed.

RESOLVED – That the applicant is a fit and proper person to hold a Hackney Carriage/Private Hire Driver's Licence and that the application for a licence be granted, subject to successful completion of the Council's theory test. The licence to be granted for a probationary period of twelve months to allow the applicant to demonstrate that he continues to be a fit and proper person to hold a licence. The renewal application to be accompanied by a reference from the applicant's employer providing details of the applicant's employment as a taxi driver.

**67 10/02 APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES**

The Sub-Committee considered a report regarding an application for a Hackney Carriage/Private Hire Driver's Licence and a supporting letter from the applicant.

The Sub-Committee was informed that the application fell within the Council's policy for determination by the Sub-Committee. Accordingly the hearing had been convened to enable the Sub-Committee to determine whether the application for a Hackney Carriage/Private Hire Driver's Licence should be granted.

The applicant attended the hearing and made representations in respect of his application.

After a full hearing of the application and in accordance with the rules of procedure, the Chairman of the Sub-Committee reported that after taking account of all the evidence, including the applicant's oral representations, the following course of action had been agreed.

RESOLVED – That the applicant is a fit and proper person to hold a Hackney Carriage/Private Hire Driver's Licence and that the application for a licence be granted, subject to successful completion of the Council's theory test. The licence to be granted for a probationary period of twelve months to allow the applicant to demonstrate that he continues to be a fit and proper person to hold a licence.

The meeting commenced at 10.00 am and concluded at 10.55 am

Councillor P Whiteley (Chairman)

## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Licensing Sub-Committee**  
held on Monday, 8th February, 2010 at Committee Suite 2/3 - Westfields,  
Middlewich Road, Sandbach, CW11 1HZ

### **PRESENT**

Councillors Stan Davies, Liz Gilliland and Michael Parsons

### **Officers**

Vilma Robson, Licensing Officer  
Sheela Dutton, Solicitor  
Paul Mountford, Legal and Democratic Services

### **68 APPOINTMENT OF CHAIRMAN**

#### **RESOLVED**

That Councillor Stan Davies be appointed Chairman for the meeting.

(Councillor Davies in the Chair.)

### **69 DECLARATIONS OF INTEREST**

No interests were declared.

### **70 REVIEW OF PREMISES LICENCE - THE FOX INN, LONDON ROAD, ELWORTH CW11 3BF**

The Sub-Committee considered an application by Mr D Smethurst, on behalf of Cheshire Police, for a review of the premises licence of The Fox Inn Public House, Elworth under s51 of the Licensing Act 2003.

Mr Smethurst had applied for the review on the grounds that failure of a test purchase on 5<sup>th</sup> December 2009, and the behaviour of the Designated Premises Supervisor on that day, had undermined the licensing objective of the protection of children from harm. The Police were seeking a condition to be attached to the premises licence that the proof of age scheme 'Challenge 25' be operated for all sales of alcohol and that the current Designated Premises Supervisor be removed from that position.

Evidence was heard from the following:

Mr David Smethurst – Police Licensing Officer  
Sergeant Penny Jones – Cheshire Police  
Mr John Bailey – Designated Premises Supervisor, The Fox Inn  
Mr Phillip Hargreaves – Witness for Mr Bailey

Mr John Coen – Solicitor for the Brewery, Punch Taverns Plc

Having heard the evidence from all parties, the Sub-Committee went into private session to consider the matter further. At the conclusion of its deliberations, the Sub-Committee re-admitted the interested parties and the Chairman announced the Sub-Committee's decision.

**RESOLVED**

That the conditions below be attached to the Premises Licence in order to promote the licensing objective of the protection of children from harm:

1. The proof of age scheme 'Challenge 25' be operated for all sales of alcohol.
2. The licensee provide training to the Designated Premises Supervisor, specifically in relation to age-related sales and the misuse of drugs at the premises; all training to be documented.
3. The Designated Premises Supervisor be required to cascade all training to members of staff; all such training to be documented.
4. The toilets at the premises be monitored regularly and a written record of any evidence of drug use to be kept.
5. A drugs policy be adopted and adhered to.
6. A refusals register be kept for age-related products.
7. All training documents, written records, policies and registers referred to in conditions 1 to 6 above be kept at the premises for at least 12 months and be made available to the police and authorised officers of the Licensing Authority on request.

The Sub-Committee felt that these conditions were necessary and proportionate, given the evidence before it, in order to promote the licensing objective of the protection of children from harm.

The meeting commenced at 10.00 am and concluded at 12.01 pm

Councillor Stan Davies

## CHESHIRE EAST COUNCIL

### LICENSING COMMITTEE

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**Date of meeting:** 29<sup>th</sup> March 2010  
**Report of:** Peter Simester Licensing Officer  
**Title:** Fees and charges – Gambling Act 2005

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#### **1.0 Report Summary**

- 1.1 The purpose of this report is to provide the Licensing Committee with information on proposed fees and charges in relation to the Gambling Act 2005 for the 2010/11 financial year and to seek approval for the introduction of such fees. The proposed fees include 2.5% increase, to ensure overheads are accurately reflected

#### **2.0 Recommendations**

- 2.1 The Licensing Committee is requested:
- 2.1.1 to consider the proposed fees set out at **Appendix 1**; and
- 2.2.1 to determine the fees to be charged in relation those functions under the Gambling Act 2005 set out within the appendix.

#### **3.0 Reasons for Recommendations**

- 3.1 To ensure that Cheshire East Borough Council is charging the appropriate fees as permitted by the Gambling Act 2005, and that the additional increase of overheads is accurately reflected.
- 3.2 The Licensing Committee has delegated authority to determine the relevant fee

#### **4.0 Wards Affected**

- 4.1 All.

#### **5.0 Local Ward Members**

- 5.1 Not applicable.

#### **6.0 Policy Implications including - Climate change, Health**

- 6.1 Not applicable.

**7.0 Financial Implications for Transition Costs (Authorised by the Borough Treasurer)**

- 7.1 If the committee decide not to approve the proposals, then this will have an impact on the budget.

**8.0 Financial Implications 2009/10 and beyond (Authorised by the Borough Treasurer)**

- 8.1 None.

**9.0 Legal Implications (Authorised by the Borough Solicitor)**

- 9.1 Fees in relation to certain functions, such as permits and notifications, under the Gambling Act 2005 are prescribed by regulations. However, in accordance with the Gambling (Premises License Fees) (England and Wales) Regulations 2007 and the Gambling Act 2005 (Temporary Use Notices) Regulations 2007, licensing authorities have the power to determine the fees to be charged in relation to gambling premises licenses and temporary use notices respectively, up to a prescribed level.
- 9.2 Sub-section 212(2)(d) of the Gambling Act 2005 prescribes that in determining the fee to be charged, the authority should “aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service.”

**10.0 Risk Management**

- 10.1 None

**11.0 Background and Options**

- 11.1 As Members will recall, on 19<sup>th</sup> December 2008 the Licensing Committee set the fees in relation to gambling premises licenses shown within Appendix 1 to the report within the column titled ‘current fee.’ This report requests that the Committee consider the further fees in relation to functions under the Gambling Act 2005 as set out within Appendix 1.
- 11.2 As set out above, certain fees under the Gambling Act 2005 are set by legislation and, therefore, the Council has no option but to charge this amount. For gambling premises licenses (e.g. for betting shops, bingo and amusement arcades etc.) a maximum fee level that the Council may impose is prescribed by the Gambling (Premises License Fees) (England and Wales) Regulations 2007. However, the Council has discretion to set the fee up to the maximum level. Similarly the Gambling Act 2005 (Temporary Use Notices) Regulations 2007 prescribe maximum fees in relation to temporary use notices. The proposed fees, and maximum permitted fees, are shown within Appendix 1.

- 11.3 In determining the level of fee to be set, in circumstances where the Council does have discretion, the Council must take into account the cost of providing the service to ensure that the fees are reasonable and relate to cost recovery. Guidance from LACORS suggests “all direct and indirect costs, including a full proportional share of overhead costs, insurance, depreciation and cost of capital charge. For example, overheads include accommodation, telephone, furnishing, IT, printing, stationery and postage. Staff costs include salary, pension, National Insurance contributions, travel & subsistence. There will also be legal and central support services costs such as personnel, press & publications, accountants etc.
- 11.4 The proposed fees shown within Appendix 1 have been calculated following an exercise to calculate the number of hours needed to process each application from start to finish.
- 11.5 Appendix 1 shows the current fees, the proposed fees for 2010/11 and the maximum fees permitted by the Gambling Act 2005.
- 11.6 Appendix 2 gives a breakdown of how the fees are calculated showing all costs, related to the license.
- 11.7 The Licensing Committee is requested to consider the fee levels proposed.

## **12.0 Overview of Year One and Term One Issues**

- 12.1 Not applicable.

## **13.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name:	Peter Simester
Designation:	Licensing Officer
Tel. No.	01270 537124
e-mail	Peter.Simester@cheshireeast.gov.uk

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## Gambling Premises licences

Type of premises →	Adult Gaming Centre			Betting Premises (exc. tracks)			Bingo Premises		
↓ Application	Maximum fee	Current fee	Proposed fee	Maximum fee	Current fee	Proposed fee	Maximum fee	Current fee	Proposed fee
Initial application	£2,000.00	£900.00	£922.50	£3,000.00	£900.00	£922.50	£3,500.00	£900.00	£922.50
Annual fee	£1,000.00	£600.00	£615.00	£600.00	£600.00	£615.00	£1,000.00	£600.00	£615.00
Application to vary	£1,000.00	x	£922.00	£1,500.00	x	£922.50	£1,750.00	x	£922.50
Application to transfer	£1,200.00	x	£358.75	£1,200.00	x	£358.75	£1,200.00	x	£358.75
Re-instatement of licence	£1,200.00	x	£358.75	£1,200.00	x	£358.75	£1,200.00	x	£358.75
Provisional statement	£2,000.00	x	£922.50	£3,000.00	x	£922.50	£3,500.00	x	£922.50
Application - Prov Statement holders	£1,200.00	x	£922.50	£1,200.00	x	£922.50	£1,200.00	x	£922.50
Copy of licence Statutory Fee *	£25.00	x	£25.00	£25.00	x	£25.00	£25.00	x	£25.00
Notification of change *	£50.00	x	£50.00	£50.00	x	£50.00	£50.00	x	£50.00

Type of premises →	Tracks			Family Entertainment Centres		
↓ Application	Maximum fee	Current fee	Proposed fee	Maximum fee	Current fee	Proposed fee
Initial application	£2,500.00	£1,000.00	£1,025.00	£2,000.00	£900.00	£922.50
Annual fee	£1,000.00	£600.00	£615.00	£750.00	£600.00	£615.00
Application to vary	£1,250.00	x	£1,025.00	£1,000.00	x	£922.50
Application to transfer	£950.00	x	£358.75	£950.00	x	£358.75
Re-instatement of licence	£950.00	x	£358.75	£950.00	x	£358.75
Provisional statement	£2,500.00	x	£1,025.00	£2,000.00	x	£922.50
Application - Prov Statement holders	£950.00	x	£1,025.00	£950.00	x	£922.50
Copy of licence *	£25.00	x	£25.00	£25.00	x	£25.00
Notification of change *	£50.00	x	£50.00	£50.00	x	£50.00

Temporary Use Notice	Maximum fee	Current fee	Proposed fee
Temporary Use Notice (TUN)	£500.00	x	£358.75
Replacement copy of TUN *	£25.00	x	£25.00

\* = Statutory Fee

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## Gambling Premises licences - proposed fees

	<u>All types of premises exc. tracks</u>	<u>Tracks</u>	<u>Statutory maximum £</u>				
	<u>Fee £</u>		<u>AGC</u>	<u>Betting</u>	<u>Bingo</u>	<u>Tracks</u>	<u>FEC</u>
<b>Initial application</b>	<b>900.00</b>	<b>1000.00</b>					
Application to vary licence	900.00	1000.00	1000.00	1500.00	1750.00	1250.00	1000.00
Application to transfer	350.00	350.00	1200.00	1200.00	1200.00	950.00	950.00
Application for re-instatement	350.00	350.00	1200.00	1200.00	1200.00	950.00	950.00
Application for a provisional statement	900.00	1000.00	2000.00	3000.00	3500.00	2000.00	2000.00
App;ication - provisional statement holder	900.00	1000.00	1200.00	1200.00	1200.00	1200.00	950.00
Copy of licence	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Notification of change	50.00	50.00	50.00	50.00	50.00	50.00	50.00
<b>Annual fee</b>	<b>600.00</b>	<b>600.00</b>					
		Max fee					
Temporary use notice	350.00	500.00					
Replacement copy of TUN	25.00	25.00					

(Fees already set)

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Gambling Act fees

Licensing officer 60.00 per hour    Enforcement officer 75.00 per hour

Premises licence - **New application**

<u>Step</u>	<u>Task</u>	<u>Hours</u>	<u>Cost £</u>
1	Advice & information	0.50	30.00
2	Receipt of application	1.67	100.20
3	Check public notice on site	1.50	112.50
4	Check notice in newspaper	0.17	10.20
5	Enquiries from interested parties	1.00	60.00
6	Progress checks by applicants	0.50	30.00
7	Representations from responsible authorities	1.00	60.00
8	Prepare licence, notice & summary	2.10	126.00
9	Receive <u>first</u> annual fee	0.92	55.20

Sub total:        584.10

Plus allocation for possible hearing                                300.00 \*

Approximate cost:    884.10  
Rounded up to:    900.00

*See notes on next worksheet.*

\*This represents a fraction of the cost of holding a hearing but not every application requires a hearing.

		<u>Hours</u>
Officer time only:	Arrangements with Democratic services	0.50
	Prepare notification	0.50
	Update website etc	0.50
	Prepare & write report	3.00
	Letters to applicants/objectors	1.00
	Attend hearing	2.00
		7.50
		at 60.00 p hr
		is £450.00

Does not include solicitor, manager, members time, room hire etc.

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**APPLICATION**

<u>Step</u>	<u>Minutes</u>	<u>Description</u>
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5 15 15 5 5 10 10 5 5 15 5 5 <b>100</b>	Collect & open mail Check application form completed correctly Create file and holder Write receipt Update cheque list, store cheque Acknowledge receipt via e-mail or letter Update database Check copy of notice to responsible authorities Check plan Prepare request for Enf Officer to check public notice File Contribution towards banking monies Total
3	90	Check public notice is displayed on site (Could be anywhere in borough)
4	10	Check public notice is published in appropriate local newspaper
5	60	Responding to enquiries from members of the public
6	30	Responding to regular requests for updates by applicants/agents
7	60	Dealing with representations from responsible authorities. Requests for conditions etc.
8	30 10 20 20 20 10 10 5 <b>125</b>	Create licence Add conditions where appropriate Create summary Create notice Create covering letter Update database Copy to Police licensing officer File
9	5 5 5 5 5 10 10 5 5 <b>55</b>	Collect & open mail Check amount/cheque Update file Write receipt Update cheque list, store cheque Acknowledge receipt via e-mail or letter Update database File Contribution towards banking monies

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### Gambling Act fees

Licensing officer 60.00 per hour      Enforcement officer 75.00 per hour

## Premises licence - Variation

Step	Task	Hours	Cost £
1	Advice & information	0.50	30.00
2	Receipt of application to vary	1.60	96.00
3	Check public notice on site	1.50	112.50
4	Check notice in newspaper	0.17	10.20
5	Enquiries from interested parties	1.00	60.00
6	Progress checks by applicants	0.50	30.00
7	Representations from responsible authorities	1.00	60.00
8	Prepare licence, notice & summary	2.10	126.00

See notes on next worksheet.

Sub total: 524.70

Plus allocation for possible hearing	300.00 *
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Approximate cost: 824.70

Rounded up to: 900.00

% of new application fee	100.00
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*\*This represents a fraction of the cost of holding a hearing but not every application requires a hearing.*

<i>application requires a hearing.</i>	<u>Hours</u>
<i>Officer time only: Arrangements with Democratic services</i>	<i>0.50</i>
<i>Prepare notification</i>	<i>0.50</i>
<i>Update website etc</i>	<i>0.50</i>
<i>Prepare &amp; write report</i>	<i>3.00</i>
<i>Letters to applicants/objectors</i>	<i>1.00</i>
<i>Attend hearing</i>	<i>2.00</i>
	<i>7.50</i>
	<i>at 60.00 p hr</i>
	<i>is £450.00</i>

*Does not include solicitor, manager, members time, room hire etc.*

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**VARIATION** *Process similar to new application*

Step	Minutes	Description
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check application to vary form completed correctly
	10	Update file
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan (if appropriate)
	15	Prepare request for Enf Officer to check public notice
	5	File
	5	Contribution towards banking monies
	<b>95</b>	Total
3	90	Check public notice is displayed on site (Could be anywhere in borough)
4	10	Check public notice is published in appropriate local newspaper
5	60	Responding to enquiries from members of the public
6	30	Responding to regular requests for updates by applicants/agents
7	60	Dealing with representations from responsible authorities. Requests for amended conditions etc.
8	30	Update licence
	10	Add/remove conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	

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**Gambling Act fees**

Licensing officer 60.00 per hour    Enforcement officer 75.00 per hour

**Premises licence - Transfer**

<u>Step</u>	<u>Task</u>	<u>Hours</u>	<u>Cost £</u>	<i>See notes on next worksheet.</i>
1	Advice & information	0.50	30.00	
2	Receipt of application to transfer	1.34	80.40	
3	Progress checks by applicants	0.50	30.00	
4	Enquiries from responsible authorities	1.00	60.00	
5	Prepare notice, update licence	2.10	126.00	
		Total:	326.40	
Rounded up to:			<span style="border: 1px solid black; padding: 2px;">350.00</span>	
% of new application fee		38.89		

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**TRANSFER**

<u>Step</u>	<u>Minutes</u>	<u>Description</u>
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check transfer form completed correctly/licence & consent enclosed
	10	Update file
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan (if appropriate)
	5	File
	5	Contribution towards banking monies
	<b>80</b>	Total
3	30	Responding to regular requests for updates by applicants/agents
4	60	Dealing with enquiries from responsible authorities
5	30	Update licence
	10	Add/remove conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	





## Gambling Act fees

Licensing officer 60.00 per hour    Enforcement officer 75.00 per hour

### Premises licence - Reinstatement of licence

<u>Step</u>	<u>Task</u>	<u>Hours</u>	<u>Cost £</u>	
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*See notes on next worksheet.*

1	Advice & information	0.50	30.00
2	Receipt of application for reinstatement	1.34	80.40
3	Progress checks by applicants	0.50	30.00
4	Enquiries from responsible authorities	1.00	60.00
5	Prepare notice, update licence	2.10	126.00

Total: 326.40

Rounded up to: 350.00

% of new application fee    38.89

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**REINSTATEMENT (within 6 months of lapse)** *Process similar to transfer*

Step	Minutes	Description
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check transfer form completed correctly/licence & consent enclosed
	10	Update file
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan (if appropriate)
	5	File
	5	Contribution towards banking monies
	<b>80</b>	Total
3	30	Responding to regular requests for updates by applicants/agents
4	60	Dealing with enquiries from responsible authorities
5	30	Update licence
	10	Add/remove conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	



Gambling Act fees

Licensing officer 60.00 per hour Enforcement officer 75.00 per hour

Premises licence - Provisional statement

Step	Task	Hours	Cost £
1	Advice & information	0.50	30.00
2	Receipt of application for provisional statemen	1.67	100.20
3	Check public notice on site	1.50	112.50
4	Check notice in newspaper	0.17	10.20
5	Enquiries from interested parties	1.00	60.00
6	Progress checks by applicants	0.50	30.00
7	Representations from responsible authorities	1.00	60.00
8	Prepare licence, notice & summary	2.10	126.00
Sub total:			528.90

Plus allocation for possible hearing 300.00 \*

Approximate cost: 828.90  
Rounded up to: 900.00

No annual fee due with provisional statement??????

See notes on next worksheet.

\*This represents a fraction of the cost of holding a hearing but not every application requires a hearing.

Officer time only:	Hours
Arrangements with Democratic services	0.50
Prepare notification	0.50
Update website etc	0.50
Prepare & write report	3.00
Letters to applicants/objectors	1.00
Attend hearing	2.00
	7.50
	at 60.00 p hr
	is £450.00

Does not include solicitor, manager, members time, room hire etc.



**PROVISIONAL STATEMENT**

Step	Minutes	Description
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check application form completed correctly
	15	Create file and holder
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan
	15	Prepare request for Enf Officer to check public notice
	5	File
	5	Contribution towards banking monies
	<b>100</b>	Total
3	90	Check public notice is displayed on site (Could be anywhere in borough)
4	10	Check public notice is published in appropriate local newspaper
5	60	Responding to enquiries from members of the public
6	30	Responding to regular requests for updates by applicants/agents
7	60	Dealing with representations from responsible authorities. Requests for conditions etc.
8	30	Create provisional statement
	10	Add conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	





Gambling Act fees

Licensing officer 60.00 per hour Enforcement officer 75.00 per hour

Premises licence - **Provisional statement to Grant**

Step	Task	Hours	Cost £
1	Advice & information	0.50	30.00
2	Receipt of application for provisional statemen	1.67	100.20
3	Check public notice on site	1.50	112.50
4	Check notice in newspaper	0.17	10.20
5	Enquiries from interested parties	1.00	60.00
6	Progress checks by applicants	0.50	30.00
7	Representations from responsible authorities	1.00	60.00
8	Prepare licence, notice & summary	2.10	126.00
9	Receive <u>first</u> annual fee	0.92	55.20
Sub total:			584.10

See notes on next worksheet.

Plus allocation for possible hearing 300.00 \*

Approximate cost: 884.10  
Rounded up to: 900.00

\*This represents a fraction of the cost of holding a hearing but not every application requires a hearing.

Officer time only:		Hours
Arrangements with Democratic services		0.50
Prepare notification		0.50
Update website etc		0.50
Prepare & write report		3.00
Letters to applicants/objectors		1.00
Attend hearing		2.00
		7.50
	at	60.00 p hr
	is	£450.00

Does not include solicitor, manager, members time, room hire etc.



**PROVISIONAL STATEMENT TO GRANT OF LICENCE**

<u>Step</u>	<u>Minutes</u>	<u>Description</u>
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check application form completed correctly
	15	Create file and holder
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan
	15	Prepare request for Enf Officer to check public notice
	5	File
	5	Contribution towards banking monies
	<b>100</b>	Total
3	90	Check public notice is displayed on site (Could be anywhere in borough)
4	10	Check public notice is published in appropriate local newspaper
5	60	Responding to enquiries from members of the public
6	30	Responding to regular requests for updates by applicants/agents
7	60	Dealing with representations from responsible authorities. Requests for conditions etc.
8	30	Create licence
	10	Add conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	
9	5	Collect & open mail
	5	Check amount/cheque
	5	Update file
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	File
	5	Contribution towards banking monies
	<b>55</b>	

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**Gambling Act fees**

Licensing officer 60.00 per hour    Enforcement officer 75.00 per hour

Temporary Use Notice

<u>Step</u>	<u>Task</u>	<u>Hours</u>	<u>Cost £</u>	
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*See notes on next worksheet.*

1	Advice & information	0.50	30.00
2	Receipt of application to transfer	1.42	85.20
3	Progress checks by applicants	0.50	30.00
4	Enquiries from responsible authorities	1.00	60.00
5	Prepare notice, update licence	1.75	105.00

Total: 310.20

Rounded up to: 350.00

% of new application fee    38.89

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**TEMPORARY USE NOTICE**

<u>Step</u>	<u>Minutes</u>	<u>Description</u>
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5 15 15 5 5 10 10 5 5 5 5 <b>85</b>	Collect & open mail Check application form completed correctly Create file and holder Write receipt Update cheque list, store cheque Acknowledge receipt via e-mail or letter Update database Check copy of notice to responsible authorities Check plan File Contribution towards banking monies Total
3	30	Responding to regular requests for updates by applicants/agents
4	60	Dealing with representations from responsible authorities. Requests for conditions etc.
5	30 10 20 20 10 10 5 <b>105</b>	Create notice Add conditions where appropriate Create summary Create covering letter Update database Copy to Police licensing officer File

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**SUNDRY ITEMS**

	<u>Fee £</u>
Copy of licence	25.00 Statutory maximum
Notification of change	50.00 Statutory maximum
Replacement copy of TUN	25.00 Statutory maximum

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# Random Comparison (Betting shops)

	Cheshire East		Wolverhampton		Calderdale		E Northants		Birmingham		Stoke		Greenwich	
	Fee £	%	Fee £	%	Fee £	%	Fee £	%	Fee £	%	Fee £	%	Fee £	%
Initial application	900.00		2202.00		697.00		1086.00		1134.00		3000.00		2805	
Application to vary licence	900.00	100	1265.00	57	697.00	100	521.00	48	886.00	78	1500.00	50	1500	53
Application to transfer	350.00	39	947.00	43	580.00	83	417.00	38	364.00	32	1200.00	40	1000	36
Application for re-instatement	350.00	39	947.00	43	580.00	83	417.00	38	364.00	32	1200.00	40	1000	36
Application for a provisional statement	900.00	100	2202.00	100	580.00	83	1086.00	100	1134.00	100	3000.00	100	2805	100
Application - provisional statement holder	900.00	100	947.00	43	x	x	417.00	38	624.00	55	1200.00	40	1000	36
Copy of licence	25.00		50.00		16.00		26.00		25.00		25.00		25	
Notification of change	50.00		50.00		27.00		52.00		50.00		50.00		50	
Temporary use notice	350.00	39	428.00	19	325.00	47	x		x		x		x	
Copy of Temporary use notice	25.00													
Annual fee	600.00	67	515.00	23	472.00	68	208.00	19	318.00	28	600.00	20	600	21

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