

Borough Council of
**King's Lynn &
West Norfolk**



Cabinet

Agenda

Tuesday, 3rd November, 2015
at 5.30 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn**



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CABINET AGENDA

DATE: CABINET - TUESDAY, 3RD NOVEMBER, 2015

VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL STREET, KING'S LYNN

TIME: 5.30 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - there are no items to be considered in private.

1. MINUTES

To approve the Minutes of the Meeting held on 6 October 2015 (previously circulated pages 330-338).

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

To consider any business, which by reason of special circumstances, the Chairman proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

4. DECLARATIONS OF INTEREST

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it

relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

5. CHAIRMAN'S CORRESPONDENCE

To receive any Chairman's correspondence.

6. MEMBERS PRESENT UNDER STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

7. CALLED IN MATTERS

To report on any Cabinet Decisions called in.

8. FORWARD DECISIONS (Pages 6 - 7)

A copy of the Forward Decisions List is attached

9. MATTERS REFERRED TO CABINET FROM OTHER BODIES

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda. Copies of any additional comments made will be circulated as soon as they are available.

- Resources and Performance Panel – 27 October 2015
- Joint Regeneration & Development and Environment and Community Panels – 28 October 2015

10. CUSTOMER SERVICES AND CHANNEL SHIFT (Pages 8 - 15)

11. TREASURY MANAGEMENT - MID YEAR REPORT (Pages 16 - 32)

12. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY (Pages 33 - 56)

13. GAMBLING ACT - REVIEW OF POLICIES (Pages 57 - 90)

14. REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES (Pages 91 - 165)

15. RESIDENTIAL CARAVAN SITE LICENSING (Pages 166 - 211)

16. POLLING DISTRICT AND POLLING PLACE REVIEW (Pages 212 - 220)

To: Members of the Cabinet

Councillors P Beal, A Beales (Vice-Chairman), R Blunt, N Daubney
(Chairman), Lord Howard, A Lawrence, B Long, Mrs E Nockolds and D Pope

Cabinet Scrutiny Committee

For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

FORWARD DECISIONS LIST

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 November 2015	Customer Services and Channel Shift		Non	Cabinet	Leader Exec Dir – D Gates		Public
	Treasury Management – Mid Year Report		Non	Cabinet	Leader Asst Director – L Gore		Public
	Licensing Act Review of Policies		Non	Council	Housing and Community Exec Director – G Hall		Public
	Gambling Act Review of Policies		Non	Council	Housing and Community Exec Director – G Hall		Public
	Review of Hackney Carriage & Private Hire Licensing Fees		Non	Council	Housing and Community Exec Director – G Hall		Public
	Polling District and Polling Place Review		Non	Council	Leader Chief Executive		Public
	Residential Caravan Site Licensing		Non	Council	Housing and Community Chief Executive		Public

Agenda Item 8

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
1 December 2015	Electoral Review		Key	Council	Leader Chief Executive		Public
	Corporate Business Plan 2015-19		Key	Council	Chief Executive		Public
	Hackney Carriage & Private Hire Licensing Conditions & Procedures Review		Non	Council	Community Exec Director – G Hall		Public
	Smoke and Carbon Monoxide Alarm Regulations 2015		Non	Cabinet	Housing and Community Chief Executive		Public
	Community Infrastructure Levy		Key	Council	Housing and Community Exec Director – G Hall		Public
	The Statement of		Non	Cabinet	Development		Public

	Community Involvement				Exec Director G Hall		
	Affordable Housing Company		Non	Cabinet	Housing & Community		Public
	Freebridge/Council Liaison Board		Non	Cabinet	Housing and Community Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
12 January 2016	Final Council Tax Support Scheme 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Council Tax Support Discretionary Hardship Fund 1016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 February 2016	Budget 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards NONE	Mandatory	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted: Cabinet Briefing, R & P Panel 29.9.15		
		Other Members consulted:		
Lead Officer: Honor Howell – CIC Manager E-mail: honor.howell@west-norfolk.gov.uk Direct Dial:01553 616550		Other Officers consulted: Cllr Nick Daubney, Management Team, Ross Hefford, Vicki Hopps, Hannah Wood-Handy, David Parkin, Corporate Channel Shift Project Team, Corporate Equalities Group		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening / Full Assessment YES	Risk Management Implications NO

Date of meeting: 3rd November 2015

CHANNEL SHIFT & COUNCIL INFORMATION CENTRE

Summary

The Council has embarked on a channel shift programme which aims to reduce the cost of delivery of council services by shifting the channel used by customers to contact us to the most efficient and appropriate for that service.

Significant progress has been made in relation to the council's corporate channel shift project, resulting in:

- The launch of an online housing benefit and council tax support claim form
- Risk based verification for benefit applications
- Implementation of an interactive voice response system (IVR)
- 85% of planning applications are now made online
- Over 99% of council job applications are now made online
- Online Support Officers helping with assisted self-service
- 1,000's of online forms submitted

More digital services will be launched over the next few months.

The development and implementation of digital services, together with the need to make budget savings has resulted in a review of our existing model of service delivery with a view to managing demand for services.

The CIC offices at Kings Court, Downham Market and Hunstanton operate a walk in enquiry desk facility. 7 members of staff are needed on the ground

floor of Kings Court and one at each area office to respond to customer enquiries. These staff are required to be trained in every service offered so that they can respond to any enquiry which is presented.

With new technology and processes available online, the need for customers to visit the offices in person will reduce. There will not be a need to retain all enquiry counters but equally we need to provide a face-to-face service where this is the best option for that customer.

Recommendations:

Members:

- Agree the withdrawal of a drop in service for enquiries at Kings Court and to offer pre-booked appointments to customers who are unable to resolve their enquiry by telephone or online
- Agree to reduce the opening days at the Downham Market Office to 2 days per week (Monday and Friday)
- Agree to reduce the opening days at the Hunstanton Office to 2 days per week (Tuesday and Thursday)

Reason for Decision

To manage the demand for council services more effectively, provide an improved service for customers and ensure that resources are directed at the customers who, for a variety of reasons, may require a more personal service.

1. Background

The council has embarked on a channel shift programme. This aims to reduce the cost of delivery of a wide range of council services by shifting the channel used by customers to contact us to the most efficient and appropriate for that service.

With the development and implementation of digital services and the requirement to make significant budget savings, we need to review existing service provision and manage the demand on our services, which will inevitably increase over the next few years.

2. Current Provision

The Council Information Centre (CIC) offices at Kings Court, Valentine Road in Hunstanton and the Priory Centre in Downham Market currently operate a walk in enquiry desk where customers can visit any of the offices during opening hours and speak to a member of staff on the full range of council services.

The counter service at Kings Court's town centre location makes it convenient for customers to visit to make an enquiry or hand in documentation. Other

Norfolk authorities situated in less central locations do not experience the same volume of customer visits. 7 members of staff are required on the ground floor each day to cover the counters and reception. It is very difficult to predict the numbers of customers on any particular day along with the variances in the times they attend but some days are much busier than others and waiting times can very often exceed an hour and a half to speak to an advisor.

Staff are required to be trained in every service the council offers so they are able to respond to any customer enquiry which may be presented to them. This is challenging for the CIC to manage rotas, annual leave and sickness and often results in staff being moved between the Contact Centre and the Enquiry Counters during the day.

The numbers of customers visiting each of the CIC offices are detailed below:

Kings Court

Enquiry	2012/2013	2013/2014	2014/2015
Reception*	12,556	27,592	23,615
General**	27,597	27,399	24,987
Planning & Licensing	3,879	4,454	5,975
Total	44,032	59,445	54,577

* Reception enquiries have risen due to the sale of caddy liners

** Enquiries for benefits, council tax, environmental health etc

Downham Market and Hunstanton Offices

14/15	No.	Benefits	Housing	Waste	Ctax	Other	TIC
Downham	10,008	24%	9%	34%	4%	22%	7%
Hunstanton	7,622	32%	9%	30%	7%	22%	N/A

Although the number of visitors to the council's main reception has increased, this is due to the sale of the food waste bags, introduced in 2013. Overall, general enquiries have reduced, although personal visits in relation to Planning and Licensing have increased

Kings Court has 6 counter positions (one is allocated for Planning and Licensing enquiries) and a reception desk, manned by a CIC Advisor and the CIC Floorwalker. Over recent months, following the launch of the online housing benefit and council tax support form, the CIC has reduced the number of staff behind the counters and have placed them in the CIC waiting area, with an iPad to encourage and assist customers to apply online with their assistance to avoid them waiting to see an advisor at the counter and completing a paper form. If the customer completes the online form, any supporting documentation (if required) can be photographed and the image uploaded with the claim. This change has seen a decline in the average number of tickets issued per week from 550 to 300.

3. Channel Shift – Progress to Date

Significant progress has been made in relation to the council's corporate channel shift project resulting in:

- The launch of an online housing benefit and council tax support claim form (a change in circumstances form is being tested)
- Risk based verification for benefit applications
- Implementation of an interactive voice response system (IVR)
- 85% of planning applications are now made online
- Over 99% of council job applications are now made online
- Online Support Officers helping with assisted self-service
- 1,000's of online forms submitted

Many customers visit Kings Court personally to hand in paperwork to support a claim for benefit or an application for Homechoice. In recent weeks we have introduced a 'Document Drop Box' for customers to leave paperwork without the need to take a ticket and see an advisor. The box is emptied twice daily and the documents scanned directly to the customer account and returned to them by post the same day.

4. Forthcoming Developments

Over the next few months, more improvements will be made to our digital services, including:

- A new, fully responsive design council website will be launched. This will be more task orientated
- Online benefit change in circumstance form
- Online Revenues forms (change of address, set up a direct debit, apply for a single occupier discount, apply for an exemption and report a change in circumstances)

- Launch of an online customer account enabling customers to view, submit and track service requests as well as viewing personalised account information
- Applications to join the housing register (Homechoice) will be available online
- The launch of an internal programme of service transformation encouraging all staff and managers to review their processes to assess what can be made available online to customers, where this is the most appropriate channel

5. Implications

Improvements to services available on the council's website along with plans to introduce more digital services in the near future mean that more and more customers are able to submit service requests and enquiries and find information online at a time convenient to them. Each of the CIC offices offers a self-service facility. The CIC in Kings Court has an Online Support Officer (OSO) available at all times to assist people using either the self-service pc's or an iPad which the OSO has with them at all times. This assistance is also available at the area offices.

With new technology and processes being available online, the requirement for people to visit the council offices will reduce. It isn't practical or commercially viable to keep 6 counters open and fully staffed if people are no longer using them, but equally we need to provide a face-to-face service where this is the best option for that individual customer.

6. Proposals and Recommendations

In order to continue to meet our customer needs but to realise savings and greater efficiencies from our digital services, it is proposed to cease the drop in service for enquiries at Kings Court and to offer customers who are unable to resolve their enquiry by telephone or online an appointment with a trained advisor who will be able to assist them with their enquiry at a pre-arranged time.

Introducing pre-booked appointments for customers would be a major change for the Borough Council but it is standard practice in most sectors. The Department of Work and Pensions (DWP), GP's, opticians, banks, hairdressers and most other services all operate appointment to manage the customer demand on services and to avoid customer waiting long periods of time to be seen.

An appointment system is intended to improve the service to customers. Currently, a customer could wait in excess of 1.5hrs to see an advisor at busy times. This is because it is impossible to predict the number and nature of enquiries we receive. Some enquiries are straightforward and will take just a few minutes. Others are complex, often with elderly or vulnerable people which require time to resolve. By providing the customers with an appointment at a time convenient to them, they can be assured that they will be seen at

their allotted appointment time and will not have to waste time waiting to be seen.

The main reception at Kings Court will continue to have two members of staff at all times, together with at least one Online Support Officer. They can resolve straightforward enquiries, signpost customers, help customers with self-service, receive deliveries, greet visitors, make appointments and continue to sell caddy liners as they do now.

Housing Options & Homelessness

Housing Options have a Duty Officer available to deal with customer enquiries. The customers firstly see a CIC Advisor who takes details of their situation and emails this information through to Housing Options with a request for them to see the customer. Introducing an appointment system would therefore not impact on this service as the customer would still see the Duty Officer if they need urgent advice. It is planned to introduce an appointment system for non-urgent enquiries but any enquiries of an urgent nature such as fleeing domestic violence would be seen as soon as the Duty Officer was available.

Planning & Licensing Enquiries

The introduction of the planning portal has reduced the requirement for customers to visit the office to view and comment on planning applications or to make a planning application.

As with Housing, the Planning Department have a Duty Planner available to respond to customer enquiries every weekday until 1pm. This will continue under the revised procedure but as with other services, if a customer wishes to speak to an advisor they will need to make an appointment.

Over the next few months, all applications for licences will be able to be made online. Again, other than handing in documentation, there are very few enquiries which cannot be resolved either online or on the telephone. It is therefore the intention to offer appointments for licensing enquiries.

Downham Market and Hunstanton Offices

The offices at Downham Market and Hunstanton have seen a decrease in the number of personal visits since 2011 when the cash offices at both offices were closed. This is not clearly represented in the number of visitors but this is heavily influenced by the sale of food waste liners which equate for at least 30% of transactions at both offices.

Both area offices are co-located with other public sector services. Downham Market office is located in the Priory Centre which is owned by Norfolk County Council, for which we have a 125 year lease. The library and the Department of Work and Pensions (DWP) are located in the same office. The Hunstanton office is located in Valentine House, which is a council asset. Some space is

also commercially let to Pay for Nannies, the DWP, Freebridge Community Housing and Social Services.

The DWP have reduced their opening hours at the Hunstanton and Downham Market offices as the service is available online. They now open at Downham Market on a Monday, Wednesday and Friday and Hunstanton on a Tuesday and Thursday. Their customers make an appointment to see an advisor on the days they are open. As the majority of enquiries made at the area offices (benefits, housing and council tax) are all online or will be in the very near future it is proposed to revise the opening times of the Downham Market and Hunstanton office to two days per week at both offices. A Monday and Friday at Downham Market and a Tuesday and Thursday at Hunstanton.

7. Context

The proposals made in respect of the delivery of service in the CIC's are linked directly to the following points:

- The increased use of online services and the customer's ability to self-serve
- Managing customer demand
- Channel management
- The need to made ongoing budget savings
- The availability of personalised customer information online
- Improving customer service
- Reducing wait times

By operating a drop in service, we are not managing the demand for our services effectively. At busy times a customer can have a long wait before speaking to a CIC Advisor. At other times, the CIC Advisors may be underutilised as there are no customers waiting. Introducing an appointment system would improve both these issues without reducing the service available to customers.

It is proposed to start the new arrangements from 1st April 2016, allowing time for a comprehensive communications plan to be put in place to advise customers, partners and stakeholders of the changes.

8. Policy Implications

There are no policy implications.

9. Financial Implications

As the channel shift and other transformation projects progress, it is anticipated that budget savings can and will be made. However, whilst we are in implementation phase and numbers of contacts have reduced as a result, it is difficult to be explicit in how much these savings can be.

As part of the online benefit forms and the online customer account (OneVu) the CIC has already committed to salary savings of one FTE per year for 16/17, 17/18 and 18/19. More efficiency will be possible from the introduction of an appointment system in the CIC's and this will be the subject of a further report in early 2016.

10. Personnel Implications

There are minimal personnel implications at Kings Court as staff are trained in the OSO and Contact Centre role and will work in these areas. In the area offices, the two members of staff located at Downham Market and Hunstanton office will continue to work at those offices on the days they are open and will relocate to Kings Court when they are closed. At the present time, the affected staff are supervisors but will become CIC Advisors as there won't be a need for extra supervisor cover. They will therefore be subject to the three year's salary protection procedure.

11. Statutory Implications

There are not statutory implications. We will continue to offer all statutory services.

12. Equality Impact Assessment (EIA)

Attached at Appendix A

13. Risk Management Implications

There are no risk management implications.

14. Declarations of Interest / Dispensations Granted

None

15. Background Papers

None

Open	Would any decisions proposed :			
Any especially affected Wards	(a) Be entirely within Cabinet's powers to decide YES			
None	(b) Need to be recommendations to Council NO			
	(c) Be partly for recommendations to Council NO and partly within Cabinets powers –			
Lead Member: Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted: None		
		Other Members consulted: None		
Lead Officer: Toby Cowper E-mail: toby.cowper@west-norfolk.gov.uk Direct Dial: 01553 616523		Other Officers consulted: Chief Financial Officer and Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Opportunities Implications NO	Risk Management Implications YES

Date of meeting: 3 November 2015

MID YEAR REVIEW TREASURY REPORT 2015/2016

Summary

The Council has formally adopted the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (2011) and remains fully compliant with its requirements.

One of the primary requirements of the Code is:

Receipt by Council of an annual strategy report (including the annual investment strategy report) for the year ahead, a mid year review report and an annual review report of the previous year.

The Mid -Year Review Report has been prepared in compliance with CIPFA's Code of Practice, and covers the following:

- A review of the Treasury Management Strategy Statement and Annual Investment Strategy 2015/2016
- The Council's capital expenditure (prudential indicators)
- A review of the Council's investment portfolio for 2015/2016
- A review of the Council's borrowing portfolio and debt rescheduling for 2015/2016
- An economic update for the first six months of 2015/2016 – Appendix 2

Recommendations

Cabinet is asked to note the report and the treasury activity.

Reason for the Decision

The Council must make a Mid -Year Review of its Treasury operation, as part of the CIPFA code of Practice.

1. Background

- 1.1 The Council operates a balanced budget, which broadly means cash raised during the year and the use of reserves and balances will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.
- 1.2 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses and investing, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.3 As a consequence treasury management is defined as:

“The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

2. Summary of Key Points

- The Treasury Management Strategy Statement is still fit for purpose.
- The Council is in compliance with its Prudential Indicators.
- Interest rates are predicted to rise by ¼ of a percent in March 2016.
- The Council held £30.80m of investments as at 30 September 2015.
- The average rate of return on investments is 1.03% as at September 2015
- The Council held £13.3m of external debt as at 30 September 2015.
- The Council is paying an average rate of 3.38% on its external debt.
- During the first six months of the year, no debt rescheduling was undertaken.
- Council officers are continuing to investigate alternative options for investment where opportunities become available as an alternative to traditional investments. To date none of these investments have been taken up.

3. Introduction

- 3.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011 as adopted by this Council in April 2013.

The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a **Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of Treasury Management strategy and policies to a specific named body. For the Council the delegated body is the Audit Committee.

4. Treasury Management Strategy Statement and Annual Investment Strategy update

- 4.1 The Treasury Management Strategy Statement (TMSS) for 2015/2016 was approved by this Council on 3 March 2015. The Council's Annual Investment Strategy, which is incorporated in the TMSS, outlines the Council's investment priorities as follows:
1. Security of capital
 2. Liquidity requirements
 3. Return on capital invested
- 4.2 In the current economic climate it is considered appropriate to only invest with highly credit rated financial institutions, using Capita Asset Services suggested creditworthiness approach, including sovereign credit rating and credit default swap (CDS) overlay information provided by Capita Asset Services. This is as detailed in the Treasury Management Strategy Statement approved on 3 March 2015.

4.3 Investment Counterparty Criteria

The current investment counterparty criteria approved in the Treasury Management Strategy Statement 2015/2016 is meeting the operational requirement of the treasury management function.

4.4 Investment and Borrowing during the first six months of the year has been in line with the strategy, and there have been no deviations from the strategy.

4.5 Council officers are continuing to investigate alternative options for investment where opportunities become available as an alternative to traditional investments. To date none of these investments have been taken up.

4.6 There is still considerable uncertainty in the financial and banking market, both globally and in the UK. In this context, it is considered that the strategy approved on 3 March 2015 is still fit for purpose in the current economic climate.

4.7 Royal Bank of Scotland - Capita, have advised that the Council should limit investments to a period of up to 1 year with RBS, This should remain in place until a firm timetable for privatisation of the bank has been established.

5. The Council's Capital Position and Associated Prudential Indicators

5.1 Prudential Indicator for Capital Expenditure

The capital programme approved by Council on 3 February 2015 was updated for rephrasing and amendments as part of the closedown of the accounts 2014/2015. The updated estimates were approved by Council on 10 June 2015 and are shown in the table below. The capital programme 2015/2016 has been revised as reported in the Monthly Monitoring reports.

Service Head	Capital Programme 2015/2016 (Council 3 February 2015)	Revised Capital Programme 2015/2016 (Council 10 June 2015)	Expenditure as at 30 September 2015
	£'000	£'000	£'000
Major Projects	11,094	19,495	4,269
Central and Community Services	1,849	2,001	420
Chief Executive	120	130	(5)
Commercial Services	2,033	3,226	610
Environment and Planning	43	43	0
Resources	745	0	0
Total Capital Programme	15,884	24,896	5,293

5.2 Changes to the Financing of the Capital Programme

The table below shows the expected financing arrangements of the capital expenditure detailed above. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR).

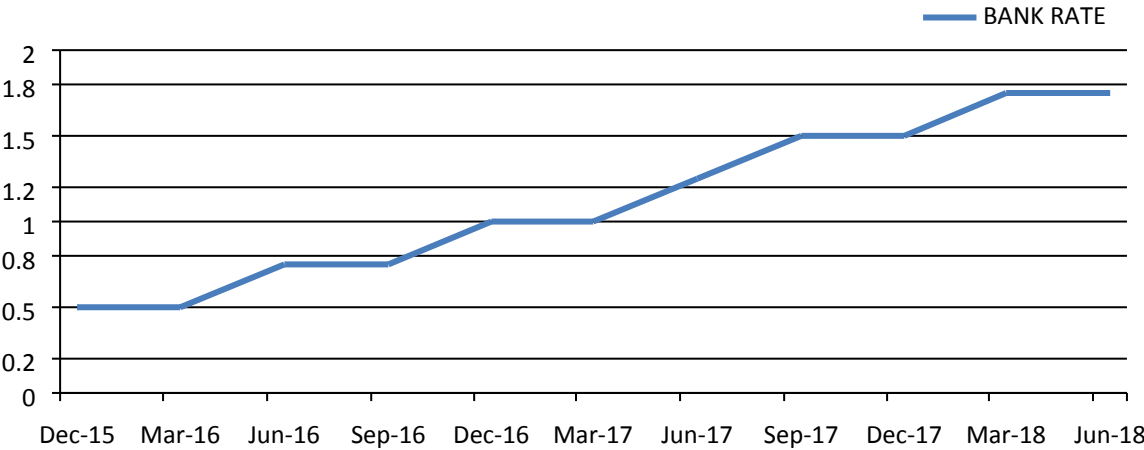
Capital Expenditure Financed by	Capital Programme 2015/2016 (Council 3 February 2015)	Revised Capital Programme 2015/2016 (Council 10 June 2015)
	£'000	£'000
Total spend	15,884	24,896
Financed by:		
Capital receipts	(9,903)	(2,428)
Capital grants and Contributions	(759)	(1,222)
Unsupported Borrowing	(902)	(1,387)
Capital reserves	(1,395)	(5,941)
Total resource	(12,959)	(10,978)
Borrowing need	(2,925)	(13,918)
Total Financing	(15,884)	(24,896)

5.3 Prudential Indicator – Capital Financing Requirement

Capital Financing Requirement is defined as the underlying need to incur borrowing for capital purposes. The table below compares the original estimated CFR for year end 2015/2016 with the position as at year end 2014/2015.

	2015/2016 Original Estimate £m	Position as at 31/3/2015 £m	2015/2016 Revised Estimate £m
CFR	22.3	18.6	22.3

6. Capita Asset Services interest rate forecast as at August 2015

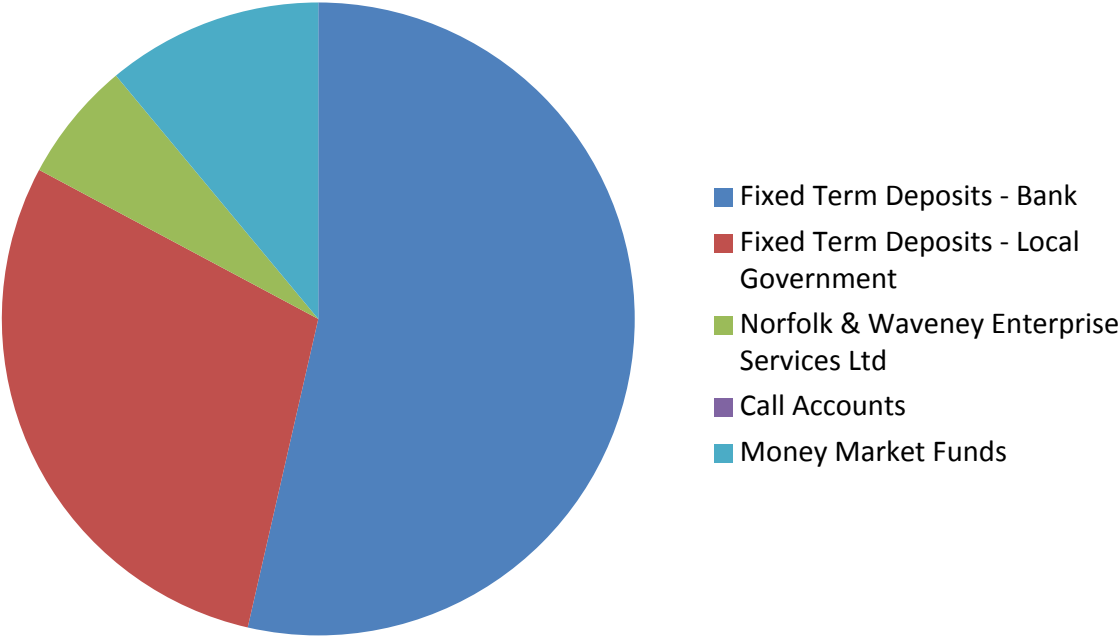


Please see 'Appendix 2' for the full Capita Asset Services economic forecast.

7. Investment Portfolio 2015/2016

7.1 Investment Portfolio as at 30 September 2015

Investment Portfolio as at 30 September 2015



Institution	Principal	Start Date	End Date	Rate %	Ratings
Bank of Scotland	2,000,000	01/12/2014	02/12/2015	1.05	A+
Bank of Scotland	3,000,000	03/12/2014	04/12/2015	1.05	A+
Bank of Scotland	2,000,000	13/04/2015	13/04/2016	1.00	A+
Glasgow City Council	3,000,000	12/11/2013	12/11/2015	0.95	AAA
Cheshire West and Chester Council	2,000,000	20/01/2014	20/01/2016	1.10	AAA
Goldman Sachs International Bank	2,000,000	01/09/2015	04/01/2016	0.59	A
Norfolk & Waveney Enterprise Services Ltd	500,000	27/03/2014		1.80	N/A
Norfolk & Waveney Enterprise Services Ltd	274,275	27/03/2015		1.80	N/A
Norfolk & Waveney Enterprise Services Ltd	339,864	29/06/2015		1.80	N/A
Norfolk & Waveney Enterprise Services Ltd	539,865	04/09/2015		1.80	N/A
Norfolk & Waveney Enterprise Services Ltd	240,616	18/09/2015		1.80	N/A
Wyre Forest District Council	2,000,000	14/07/2014	14/07/2016	0.95	AAA
King & Shaxson - RBS	2,000,000	28/08/2014	30/08/2016	1.68	BBB+
King & Shaxson – RBS	2,500,000	22/05/2015	22/05/2017	1.33	BBB+
Newcastle City Council	2,000,000	04/08/2014	04/08/2016	1.00	AAA
Qatar Bank	3,000,000	01/06/2015	01/06/2016	0.88	AA-
BNP Parabis	3,400,000	04/08/2015		0.50	A+
Total	30,794,620			1.03	

7.2 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. Given the current economic environment investment returns are likely to remain low for the foreseeable future.

7.3 The Council held **£30.80m** of investments (including temporary cashflow) as at 30 September 2015 (£26.63m at 31 March 2015) and the investment portfolio yield for the first six months of the year is **1.03%** against a benchmark 0.36% (7 day LIBID – London Interbank Bid Rate).

7.4 Investment Benchmarking

The Council is currently a member of an investment benchmarking group, with other local councils, arranged by our Treasury advisors, Capita Treasury. In the latest benchmarking report for the first quarter of 2015/2016, the Council achieved the highest return with **0.93%**, and has now increased this average return to **1.03%** September 2015. See Appendix 3.

7.5 The Council's budgeted investment return for 2015/2016 is **£224,000** and the projected performance for the year is **£288,000** which is above expectations. This is as reported in the September monitoring report.

7.6 The Assistant Director confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2015/2016.

8. External Borrowing 2015/2016

8.1 Borrowing Portfolio as at 30 September 2015

Institution	Principal	Start Date	End Date	Rate
Suffolk County Council Local Enterprise Partnership (LEP)	2,500,000	27/03/2014	30/11/2018	1.80%
Barclays	5,000,000	22/03/2007	21/03/2077	3.81%
Barclays	5,000,000	12/04/2007	14/04/2077	3.81%
Public Works Loan Board	800,000	15/09/2009	14/09/2019	2.92%
Total	13,300,000			3.38%

8.2 The Council's capital financing requirement (CFR) for 2015/2016 is estimated to be £22.3m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The use of cash flow funds in lieu of borrowing is a prudent and cost effective approach in the current economic climate given the low rates of return on investments.

8.3 The Council's budgeted borrowing cost for 2015/2016 is **£465,000** and the projected performance for the year is **£455,000** which is below expectations. This is as reported in the September monitoring report.

8.4 During the first six months of the year, no debt rescheduling was undertaken.

8.5 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Net external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2015/16 and the next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent. The Assistant Director reports that no difficulties are envisaged for the current year in complying with this prudential indicator as detailed in the table below.

	2015/2016 Original Estimate	Current Position 30 September 2015	2015/2016 Revised Estimate
	£'000s	£'000s	£'000s
Gross borrowing	24,867	13,300	24,867
Less investments	(22,280)	(30,795)	(22,280)
Net borrowing	2,593	(17,495)	2,593
CFR (year end position)	22,274	-	22,274

8.6 Prudential Indicator – External Debt / the Operational Boundary

Section 3 of the Local Government Act 2003 requires the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the “Affordable Borrowing Limit”. The Limit is in fact two sets of figures:

- The Authorised Limit represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members.
- The Operational Boundary for External Debt is a working practice limit that is set lower than the Authorised Limit. In effect the authorised limit includes a degree of contingency in case of circumstances arising that take the limit above the operational limit.

	2015/2016 Original Estimate £m	Position as at 31/3/2015 £m	2015/2016 Revised Estimate £m
Authorised Limit for external debt	35.0	35.0	35.0
Operational Boundary for external debt	30.0	30.0	30.0
Borrowing	24.9	13.3	24.9

9. Compliance with Treasury and Prudential Limits

- 9.1 It is a statutory duty for the Council to determine and keep under review the “Affordable Borrowing Limits”. Council’s approved Treasury and Prudential Indicators (affordability limits) are outlined in the approved Treasury Management Strategy Statement.

- 9.2 During the financial year to date the Council has operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators are shown in Appendix 1.

10. Financial Implications

- 10.1 The financial implications of the borrowing and investment strategy are reflected in the financing adjustment figure included in the Financial Plan 2014/2018 approved at Cabinet on 26 February 2015 and updated as reported in the Budget Monitoring report.

11. Risk Management Implications

- 11.1 There are elements of risk in dealing with the treasury management function although the production and monitoring of such controls as prudential indicators and the treasury management strategy help to reduce the exposure of the Council to the market. The costs and returns on borrowing and investment are in themselves a reflection of risk as seen by the market forces.

12. Policy Implications

- 12.1 There are no changes in the Treasury Management policy at present.

13. Statutory Considerations

- 13.1 The Council must set prudential indicators and adopt a Treasury Management Strategy and Annual Investment Strategy.

14. Access to Information

The Budget 2014/2018 – A Financial Plan
Capital Programme 2014/2018
Treasury Management Strategy and Annual Investment Strategy 2015
Budget Monitoring reports 2015/2016
Capita Asset Services Monthly Investment Analysis Review
Investment Portfolio Benchmarking Analysis June 2015
Treasury Monthly Monitoring Reports

Revised Prudential and Treasury Indicators

PRUDENTIAL INDICATOR	2015/2016 revised estimate	2016/17 estimate	2017/18 estimate
BUDGET RELATED PRUDENTIAL INDICATORS	£'000	£'000	£'000
Capital Expenditure Approved at Cabinet 10 June 2015	15,884	3,447	4,588
Ratio of financing costs to net revenue stream (Equals net treasury cost ie cost of borrowing less the income from investments divided by the total of Government grant and total council tax).	3.82%	3.67%	4.28%
Increase/(decrease) in Borrowing required each year	2,925	712	587
Capital Financing Requirement (CFR) as at 31 March this reflects the Council's underlying need to borrow for capital purposes	£22,300	£14,722	14,309

PRUDENTIAL INDICATOR	2015/2016 estimate	2016/17 estimate	2017/18 estimate
TREASURY MANAGEMENT PRUDENTIAL INDICATORS	£'000	£'000	£'000
Authorised Limit for external debt	35,000	40,000	40,000
Operational Boundary for external debt	30,000	35,000	35,000

	2015/2016	2016/17	2017/18
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	35,000	40,000	40,000
Limits on variable interest rates based on net debt	25,000	30,000	30,000

Maturity Structure of fixed interest rate borrowing			
	Lower	Upper	Portfolio Position as at 30 September 2015
Under 12 months	0%	100%	0%
12 months to 2 years	0%	100%	0%
2 years to 5 years	0%	100%	24.8%
5 years to 10 years	0%	100%	0%
10 years and above	0%	100%	75.2%

Economic update – Provided by Capita Asset Services as at September 2015

3.1 Economic performance to date and outlook:

UK GDP (Gross Domestic Product) growth of 3.0% in 2014 was the strongest growth since 2006. However, quarter 1 of 2015 was weak at +0.4% though there has been a rebound in quarter 2 to +0.7%. The Bank of England is forecasting growth to remain around 2.4 – 2.8% over the next three years. The most recent forward looking surveys in August for the services and manufacturing sectors showed a marked slow down in the rate of growth; this is not too surprising given the appreciation of Sterling against the Euro and weak growth in the EU, China and emerging markets creating headwinds for UK exporters. For this recovery to become more balanced and sustainable in the longer term, the recovery still needs to move away from dependence on consumer expenditure and the housing market to manufacturing and investment expenditure. This overall strong growth has resulted in unemployment falling quickly over the last few years although it has now ticked up recently after the Chancellor announced in July significant increases planned in the minimum (living) wage over the course of this Parliament.

3.2 The MPC (Monetary Policy Committee) has been particularly concerned that the squeeze on the disposable incomes of consumers should be reversed by wage inflation rising back above the level of inflation in order to ensure that the recovery will be sustainable. It has therefore been encouraging in 2015 to see wage inflation rising significantly above CPI (consumer price index) inflation which slipped back to zero in June and August. However, with the price of oil taking a fresh downward direction and Iran expected to soon rejoin the world oil market after the impending lifting of sanctions, there could be several more months of low inflation still to come, especially as world commodity prices have generally been depressed by the Chinese economic downturn. If UK labour productivity also improves significantly, this could also keep inflation subdued in the UK. The August Bank of England Inflation Report forecast was notably subdued with inflation barely getting back up to the 2% target within the 2-3 year time horizon.

3.3 There are therefore considerable risks around whether inflation will rise as strongly as previously expected which will make it more difficult for the central banks of both the US and the UK to raise rates as soon as had been expected, especially given the recent major concerns around the slowdown in Chinese growth, the knock on impact on emerging countries from falling oil and commodity prices, and the volatility we have seen in equity and bond markets in 2015 so far, which could potentially spill over to impact the real economies rather than just financial markets. On the other hand, there are also concerns around the fact that the central banks of the UK and US have few monetary policy options left to them given that central rates are near to zero and huge QE(Quantitative Easing) is already in place. There are therefore arguments that they need to raise rates sooner, rather than later, so as to have ammunition to use if there was a sudden second major financial crisis. But it is hardly likely that they would raise rates until they are sure that growth was securely embedded and no inflation was not a significant threat.

- 3.4 The forecast for the first increase in Bank Rate has therefore been pushed back from Q1 to Q2 2016; increases after that will be at a much slower pace and to much lower levels than prevailed before 2008, as increases in Bank Rate will have a much bigger effect on heavily indebted consumers than they did before 2008.
- 3.5 The Government's revised Budget in July eased the pace of cut backs from achieving a budget surplus in 2018/19 to achieving that in 2019/20. Monthly public sector deficit figures have been pointing towards a slight undershoot of the Chancellor's most recent target for 2015/16.

Capita Asset Services interest rate forecast (August 2015)

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
BANK RATE	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.50	1.50	1.75	1.75
3 month LIBID	0.60	0.70	0.80	0.90	1.10	1.30	1.40	1.50	1.80	1.90	1.90
6 month LIBID	0.80	0.90	1.00	1.10	1.30	1.50	1.60	1.70	2.00	2.10	2.10
12 month LIBID	1.10	1.20	1.30	1.40	1.60	1.80	1.90	2.00	2.30	2.40	2.40
5 yr PWLB	2.40	2.50	2.60	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50
10 yr PWLB	3.00	3.20	3.30	3.40	3.50	3.70	3.80	3.90	4.00	4.10	4.20
25 yr PWLB	3.60	3.80	3.90	4.00	4.10	4.20	4.30	4.40	4.50	4.60	4.60
50 yr PWLB	3.60	3.80	3.90	4.00	4.10	4.20	4.30	4.40	4.50	4.60	4.60

Capita Asset Services undertook a review of its interest rate forecasts on 11 August. Later in August, fears around the slowdown in China caused major volatility in equities and bonds and sparked a flight from equities into safe havens like gilts and depressed PWLB (public works loans board) rates. However, there is much volatility in rates as news ebbs and flows in negative or positive ways. This latest forecast includes a first increase in Bank Rate in quarter 2 of 2016.

The overall balance of risks to economic recovery in the UK is currently evenly balanced. Only time will tell just how long this current period of strong economic growth will last; it also remains exposed to vulnerabilities in a number of key areas.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

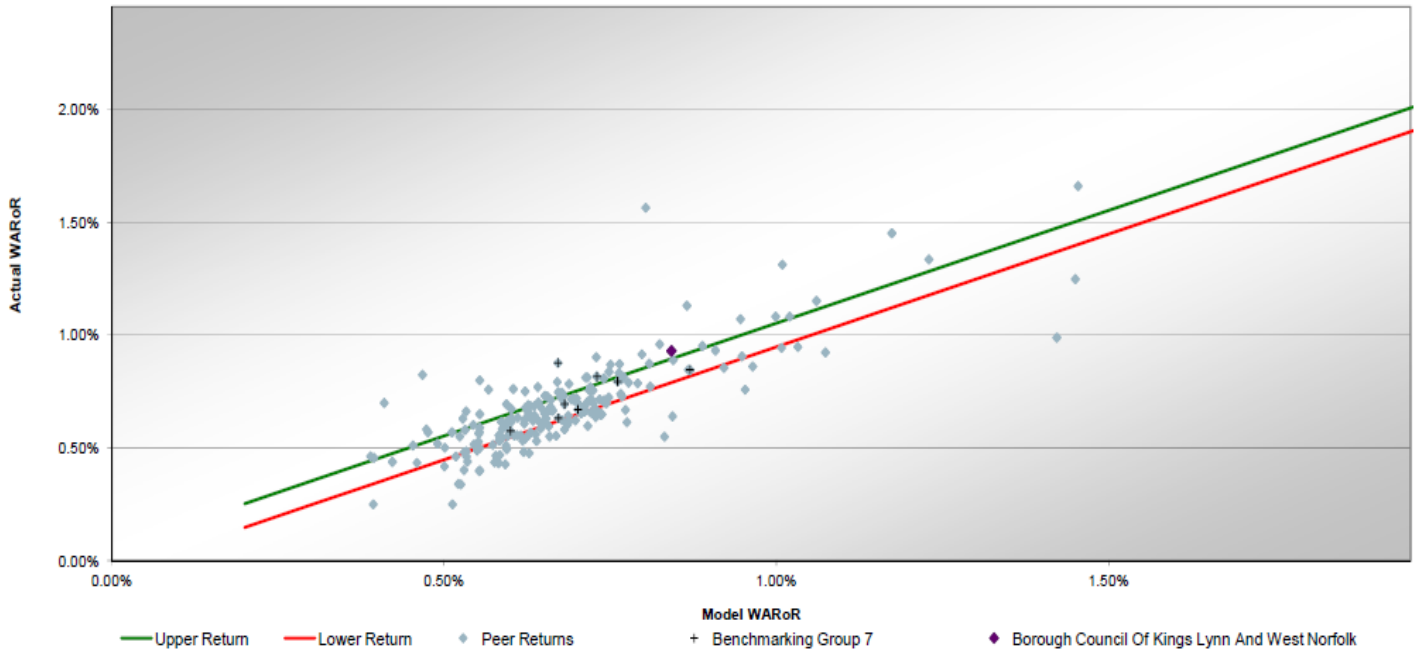
- Geopolitical risks in Eastern Europe, the Middle East and Asia, increasing safe haven flows.
- UK economic growth turns significantly weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU, US and China.
- A resurgence of the Eurozone sovereign debt crisis.
- Recapitalisation of European banks requiring more government financial support.

- Monetary policy action failing to stimulate sustainable growth and to combat the threat of deflation in western economies, especially the Eurozone and Japan.
- Emerging country economies, currencies and corporates destabilised by falling commodity prices and / or the start of Fed. rate increases, causing a flight to safe havens

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

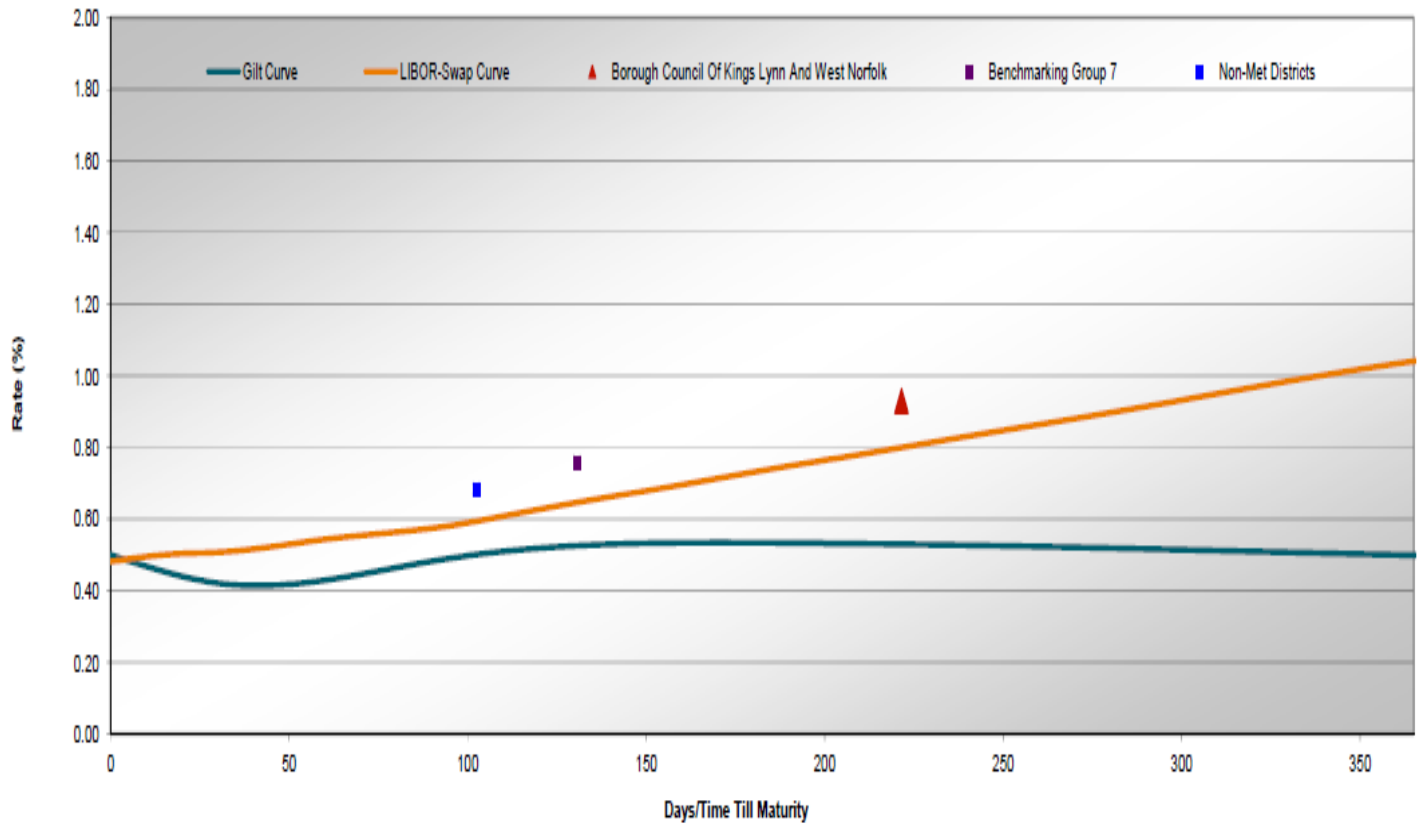
- Uncertainty around the risk of a UK exit from the EU.
- The ECB (European Central Bank) severely disappointing financial markets with a programme of asset purchases which proves insufficient to significantly stimulate growth in the EZ (Eurozone).
- The commencement by the US Federal Reserve of increases in the Fed. funds rate in 2015, causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- UK inflation returning to significantly higher levels than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.

Population Returns against Model Returns



	Actual WARoR	Model WARoR	Difference	Lower Bound	Upper Bound	Performance
Borough Council Of Kings Lynn And West Norfolk	0.93%	0.84%	0.09%	0.79%	0.89%	Above

Returns Comparable Against the Risk-Free Rate and LIBOR Curve



REPORT TO CABINET

Open/Exempt	Would any decisions proposed :			
Any especially affected Wards	(a) Be entirely within cabinet's powers to decide YES/NO			
	(b) Need to be recommendations to Council YES/NO			
	(c) Be partly for recommendations to Council YES/NO and partly within Cabinets powers –			
Lead Member: Cllr Adrian Lawrence E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: Licensing Committee		
Lead Officer: Vicki Hopps E-mail: vicki.hopps@west-norfolk.gov.uk Direct Dial: 01553 616307		Other Officers consulted: Geoff Hall, Licensing Team, Legal Services		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Opportunities Implications NO	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting: 26th November 2015

Licensing Act 2003 – Statement of Licensing Policy

Summary

The current 'Statement of Licensing Policy' was approved by Full Council on the 25th November 2010 with a minor amendment approved on the 28th January 2010. Regulations require that the policy is reviewed every five years and a replacement for our current policy must be in place by the 7th January 2016. The policy has been drawn up in accordance with guidance issued under Section 182 of the Licensing Act 2003 and best practice issued by Local Government Regulation (the new name for LACORS).

Recommendation

That the Council be invited to adopt the revised Statement of Licensing Policy in accordance with the requirements of the Licensing Act 2003.

Reason for Decision

It is a statutory requirement that the Council adopts a Statement of Licensing Policy and review and publish that policy each five year period.

1.0 Introduction

1.1 Section 5 of the Licensing Act 2003 requires a licensing authority to prepare and publish a statement of licensing policy every five years. Such a policy must be published before the authority carries out any function in respect of individual applications made under the terms of

the Act. Regulations require that we have the new policy be in place by the 7th January 2016.

- 1.2 In reviewing this policy statement, the Borough Council has taken account of new revised Guidance issued by the Secretary of State for the Department for Culture, Media and Sport (DCMS) and guidance issued by Local Government Regulation (the new name for LACORS).
- 1.3 Proposed changes to the policy are shown in red in the attached document, Appendix 1.
- 1.4 A summary of the main changes are listed below:
 - 3.3 – Explanation of a “relevant” representation.
 - 3.5 & 4.4 – Responsibility dealing with to anti-social behaviour of the premises.
 - 7.2 – Removal of clause where Licensing Officer cannot review a Council premises.
 - 8.0 – Police are the main source of advice on crime prevention.
 - 9.0 – Public Safety: Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act
 - 11.4 & 11.5 – Removal of examples of where there would be particular concern for children.
 - 13.1 – Removal of clause in respect to monitoring cultural activities.
 - 14.0 – Removal of clauses in relation to Tourism and Employment.
 - 16.0 – New clause on Equality.
 - 18.2 – Removal of clause relating to blanket standard conditions.
 - 22.4 & 22.5 – Addition of clause for routine checks on the display of notices and suspension of licences due to non-payment of fees.
 - 23.0 – Addition of description of Responsible Authorities.
 - 24.3 & 24.4 – Addition of clauses in relation to hearings and representations.
 - 25.0 – Addition of other relevant matters, including adult entertainment and gaming machines.

2.0 Consultation

- 2.1 Before determining our policy for any five year period Section 5(3) of the Act states that we must consult with the following:
 - Police
 - Fire Authority
 - Persons/bodies representative of premises Licence holders
 - Persons/bodies representative of club premises certificate holders
 - Persons/bodies representative of personal Licence holders
 - Persons/bodies representative of business and residents
 - Any other persons or bodies the Council deems appropriate
- 2.2 The views of all these persons/bodies should be give appropriate weight when the policy is determined.

2.3 The proposed amendments to our Statement of Licensing Policy specified above were consulted upon between the 17th August 2015 and the 9th October 2015. These proposals and a request for comments and suggestions on our current policy were widely circulated which included to the following:

- Norfolk Constabulary
- Norfolk Fire Service
- Norfolk Trading Standards
- HM Revenue & Customs
- Norfolk Children's Safeguarding Board
- Norfolk Chamber of Commerce
- Association of Licensed Multiple Retailers
- British Beer & Pub Association
- 14 Neighbourhood/Housing Trusts
- 2 Residents Associations
- Norfolk County Council
- Downham Market Town Council
- Hunstanton Town Council
- Vancouver/Town Centre Managers
- All holders of licences issued under the Act
- All Parish Clerks
- All County Councillors (based in West Norfolk)
- All Borough Council of King's Lynn & West Norfolk Councillors
- Development Services
- Community Safety & Neighbourhood Nuisance

2.4 In addition, to the above details of our review were published on the Borough Council's website.

2.5 The consultation ends on 9th October and any comments received will be appended to the report.

3.0 Policy Implications

3.1 The proposals to our current policy do not impact on any other Council Policies.

4.0 Financial Implications

4.0 None

5.0 Statutory Considerations

5.1 The Licensing Act 2003 has clear implications for Crime and Disorder and the policy is drafted in such a way, so far as the Guidance permits to take account of these issues. The Norfolk Constabulary have not made any comments in relation to the proposed amendment or the current policy.

6.0 Risk Assessment

- 6.1 Unless the statement of policy is in place by the 7th January 2016 we will be unable to carry out our statutory functions under the Licensing Act 2003.

7.0 Access to Information

- 7.1 Guidance issued under Section 182 of the Licensing Act 2003 (March 2015)
- 7.2 Borough Council of King's Lynn & West Norfolk Statement of Licensing Policy – approved by Full Council 25th November 2010.

8.0 Appendixes

- 8.1 Proposed Statement of Licensing Policy

Borough Council of
**King's Lynn &
West Norfolk**



Licensing Act 2003

Statement of Licensing Policy

Approved by Full Council: _____ **2015**

Commences: _____ **2016**

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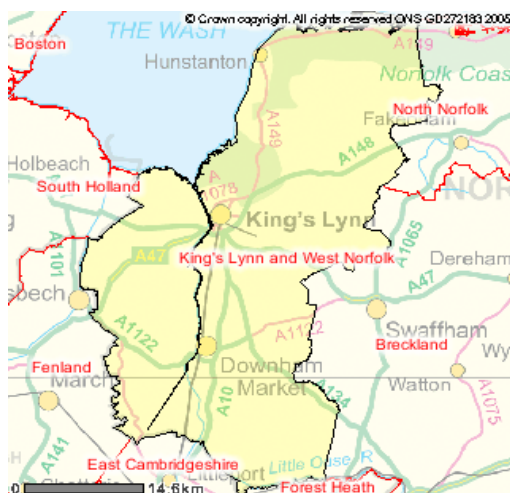
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1.0 Summary

- 1.1 The Borough Council of King's Lynn & West Norfolk (hereafter referred to as the Borough Council) is the licensing authority under the Licensing Act 2003 and is responsible for the licensing of licensable activities as defined under the Act. These are:
- The sale by retail of alcohol;
 - The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
 - The provision of regulated entertainment;
 - The provision of late night refreshment (i.e. the supply of hot food or hot drink between 11pm & 5am).
- 1.2 Regulated entertainment is where the entertainment takes place in the presence of an audience and is provided for the purpose of entertaining that audience. The descriptions of entertainment are:
- a performance of a play,
 - an exhibition of a film,
 - an indoor sporting event,
 - a boxing or wrestling entertainment,
 - a performance of live music,
 - any playing of recorded music,
 - a performance of dance,
 - entertainment of a similar description to a performance of live music, recorded music or performance of dance.
- 1.3 This policy shall apply to all applications and notices given under the Act in respect of the following:
- Premises licences;
 - Club Premises Certificates;
 - Personal Licences;
 - Temporary Event Notices;
- 1.4 This policy statement will not seek to regulate matters which are provided for in other legislation e.g. planning, health & safety, fire safety etc.

2.0 Introduction

2.1 The Borough Council of King's Lynn & West Norfolk is situated in the County of Norfolk. The Council area has a population of 147,451 (2011 Census) making it the largest in the County in terms of population. In terms of area it is also the largest, covering 1429 square kilometres (552 square miles). The Council area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown in the map below.



2.2 In accordance with the Act the Borough Council will prepare and publish a statement of its licensing policy every five years. During the five year period the policy will be kept under review and The Borough Council may make such revisions as considered appropriate, for instance in the light of feedback from the local community on whether the statutory objectives are being met.

2.3 Before determining its policy for any ~~three~~ five year period, the Borough Council will consult the community and in particular:

- (a) the chief officer of police for the area (Norfolk Constabulary);
- (b) the fire authority for the area (Norfolk Fire Service);
- (c) persons/bodies representative of local holders of premises licences;
- (d) persons/bodies representative of local holders of club premises certificates;
- (e) persons/bodies representative of local holders of personal licences; and
- (f) persons/bodies representative of businesses and residents in its area.

2.4 The views of all these persons/bodies listed will be given appropriate weight when the policy is determined. It is recognised that it may be difficult to identify persons or bodies representative for all parts of industry affected by the

provisions of the 2003 Act, but the Borough Council will make reasonable efforts to identify persons or bodies concerned.

- 2.5 In determining its policy, the Borough Council will have regard to the guidance issued under Section 182 of the Licensing Act 2003 and give appropriate weight to the views of those it has consulted.

3.0 Fundamental principles

- 3.1 The 2003 Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder,
- public safety,
- the prevention of public nuisance, and
- the protection of children from harm.

- 3.2 Nothing in this 'Statement of Policy' will:

3.2.1 Undermine the right of any individual to apply under the terms of the 2003 Act for a variety of permissions and to have any such application considered on its own merits;

3.2.2 Override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the 2003 Act.

- 3.3 Every application will be dealt with impartially and on its individual merits. The Borough Council will not refuse to grant or vary an application unless it has received a representation from a responsible authority, such as the police or an environmental health officer, or ~~other persons an interested party~~, such as a local resident or local business, which is a relevant representation. A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.

- 3.4 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act, and any conditions that are attached to premises licences or club premises certificates will be focused on matters which are within the control of the individual licensee or club, i.e. the premises and its vicinity.

- 3.5 Whether or not incidents can be regarded as being "in the vicinity" of licensed premises is a question of fact and will depend on the particular circumstances of the case. In cases of dispute, the question will ultimately be decided by the courts. The Borough Council, in addressing this matter, will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

- 3.6 Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or

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business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night-time economy throughout the borough.

4.0 Cumulative Impact

4.1 There can be confusion about the difference between “need” and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel. This is not a matter for the licensing authority in discharging its licensing functions or for its statement of licensing policy. “Need” is a matter for the market.

4.2 “Cumulative impact” is not mentioned in the 2003 Act. The guidance issued under Section 182 describes it as the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. For instance, the potential impact on crime and disorder or public nuisance on a town centre of a large concentration of licensed premises in that area.

4.3 Where, after considering the available evidence and consulting those individuals and organisations listed in Section 5(3) of the Act and any others, the Borough Council is satisfied that it is appropriate and necessary to include an approach to cumulative impact. It may adopt a special policy of refusing new licences whenever relevant representations are received about the cumulative impact on the licensing objectives.

~~4.4 Once away from licensed premises, a minority of consumers may behave badly and unlawfully. In addition to the powers contained within the Act, the Borough Council will use a range of other mechanisms such as planning controls, CCTV and Anti Social Behaviour Orders to address these problems.~~

-4.4 Once away from the licensed premises, a minority of consumers will behave badly and unlawfully. To enable the general public to appreciate the breadth of the strategy for addressing these problems, the Borough Council encourages the use of other mechanisms both within and outside the licensing regime that are available for addressing such issues. Such as:

- planning control;
- CCTV;
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- the confiscation of alcohol from adults and children in designated areas;
- police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);
- police powers to close down instantly for up to 24 hours (extendable to 48 hours) any licensed premises in respect of which a TEN has effect on

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grounds of disorder, the likelihood of disorder, or noise emanating from the premises causing a nuisance; and

- the power of the police, other responsible authorities or other persons to seek a review of a licence or certificate.

5.0 Licensing Hours

- 5.1 With regard to licensing hours, due consideration which will be given to the individual merits of an application. The Borough Council recognises that, in some circumstances, flexible licensing hours for the sale of alcohol can help to ensure that the concentrations of customers leaving premises simultaneously are avoided. This can help to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which could lead to disorder and disturbance.
- 5.2 The Borough Council wants to ensure that licensing hours do not inhibit the development of thriving and safe night-time local economies. This is important for investment, local employment and attractive to domestic and international tourists. Providing consumers with greater choice and flexibility is an important consideration, but should always be balanced carefully against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet.
- 5.3 With regard to shops, stores and supermarkets, it is the policy of the Borough Council that such premises should be free to provided sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are very good reasons for restricting those hours.
- 5.4 It is important to note that “opening hours”, the times when premises are open to the public, are not necessarily identical to the hours during which licensable activities may take place.

6.0 Portman Group Code of Practice

- 6.1 The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Borough Council commends the Code. Further details of the Portman Group Code of Practice can be found at Annex A.

7.0 Review Process

- 7.1 The review process represents a key protection for the community where problems associated with the licensing objectives are occurring after the grant or variation of a premises licence. At any stage, following the grant of a premises licence, a responsible authority, or an interested party other persons, may apply to the Borough Council ~~ask the licensing authority~~ to review the

licence because of a matter arising at the premises in connection with any of the four licensing objectives.

~~7.2 Licensing officers may not initiate their own reviews of premises licences, but elected members of the licensing authority may request reviews if they are concerned about licensed activities at a premises or such matters are brought to their attention. Officers of the local authority who are specified as responsible authorities under the 2003 Act, such as environmental health or planning officers, may also request reviews on any matter which relates to the promotion of one or more of the licensing objectives.~~

7.3 In every case, the representation must relate to particular premises for which a premises licence is in existence and must be relevant to the promotion of the licensing objectives. After a licence or certificate has been granted or varied, a complaint relating to a general (crime and disorder) situation in a town centre should generally not be regarded as a relevant representation unless it can be positively tied or linked by a causal connection to particular premises, which would allow for a proper review of the licence or certificate. For instance, a geographic cluster of complaints, including along transport routes related to an individual public house and its closing time could give grounds for a review of an existing licence as well as direct incidents of crime and disorder around a particular public house.

7.4 The Borough Council recognises that the promotion of the licensing objectives relies heavily on a partnership between licence holders, authorised persons, ~~interested parties other persons~~ and responsible authorities in pursuit of common aims. It is therefore equally important that reviews are not used to drive a wedge between these groups in a way that would undermine the benefits of co-operation. ~~The Borough Council encourages the~~ It is good practice for authorised persons and responsible authorities to give licence holders early warning of their concerns about problems identified at the premises concerned and of the need for improvement. A failure to respond to such warnings is expected to lead to a decision to request a review.

7.5 Where the request originates ~~with an interested party from other persons~~ – e.g. a local resident, residents' association, local business or trade association – the Borough Council will first consider whether the complaint made is relevant, vexatious, frivolous or repetitious.

8.0 Crime Prevention

~~8.1 The Borough Council acknowledges that the Police are the main source of advice on crime and disorder.~~

8.2¹ Licensed premises, especially those open late night/early morning can be a source of crime and disorder problems. The Borough Council expects operating schedules to satisfactorily address these issues, as appropriate from the design of the premises to the daily operation of the business.

~~8.2 Where relevant representations are received the Borough Council will consider attaching conditions to deter and prevent crime and disorder both inside and~~

~~immediately outside the premises. These may include conditions drawn from the Model Pool of Conditions relating to Crime & Disorder (see Annex D to the Guidance issued under Section 182 of the Licensing Act 2003).~~

9.0 Public Safety

~~9.1 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning.~~

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~~9.2 A number of matters should be considered in relation to public safety. These could include:~~

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- ~~• Fire safety;~~
- ~~• Ensuring appropriate access for emergency services such as ambulances;~~
- ~~• Good communication with emergency services;~~
- ~~• Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;~~
- ~~• Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);~~
- ~~• Ensuring appropriate and frequent waste disposal, particularly of glass bottles;~~
- ~~• Ensuring appropriate limits on the maximum capacity of the premises; and~~
- ~~• Considering the use of CCTV.~~

~~9.3 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. The Borough Council expects applicants to consider these when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they will achieve that.~~

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~~9.1 The Act covers a wide range of premises that require a licence which includes pubs, clubs, cinemas, village halls, restaurants and takeaways. Each of these different types of premises present a variety of risks to public safety with many common to most premises and others unique to specific operations. The Borough Council expect operating schedules to satisfactorily address these issues, as appropriate.~~

~~9.2 Where relevant representations are received the Borough Council will consider attaching conditions to deter and prevent crime and disorder both inside and immediately outside the premises. These may include conditions drawn from the Model Pool of Conditions relating to Public Safety (see Annex D to the Guidance issued under Section 182 of the Licensing Act 2003).~~

10.0 Prevention of Public Nuisance

10.1 Licensed premises, especially those operating late at night and early in the morning can cause a range of nuisances which impact on people or businesses in the vicinity. The concerns will mainly relate to noise but could also include light pollution and noxious smells. The Borough Council expect operating schedules to satisfactorily address these issues, as appropriate.

~~10.2 Where relevant representations are received the Borough Council will consider attaching conditions to deter and prevent crime and disorder both inside and immediately outside the premises. These may include conditions drawn from the Model Pool of Conditions relating to Public Nuisance (see Annex D to the Guidance issued under Section 182 of the Licensing Act 2003).~~

11.0 Children

11.1 It is an offence under the 2003 Act to permit children under the age of 16 who are not accompanied by an adult to be present on premises being used exclusively or primarily for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or where that activity is carried on under the authority of a temporary event notice.

11.2 In addition, it is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at other premises supplying alcohol for consumption on the premises under the authority of any premises licence, club premises certificate or temporary event notice. Outside of these hours, the offence does not prevent the admission of unaccompanied children under 16 to the wide variety of premises where the consumption of alcohol is not the exclusive or primary activity. Between 5am and midnight the offence would not necessarily apply to many restaurants, hotels, cinemas and even many pubs where the main business activity is the consumption of both food and drink. This does not mean that children should automatically be admitted to such premises.

11.3 It is not intended that the definition “exclusively or primarily” in relation to the consumption of alcohol should be applied in a particular way by reference to turnover, floor space or any similar measure. The expression should be given its ordinary and natural meaning in the context of the particular circumstances. It will normally be quite clear that the business being operated at the premises is predominantly the sale and consumption of alcohol. Mixed businesses may be harder to pigeonhole and we would advise operators to consult with enforcement agencies where necessary about their respective interpretations of the activities taking place on the premises before any moves are taken which might lead to prosecution.

11.4 The Borough Council will support all measures that protect children from harm but will not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm to them.
~~The following list whilst, not exhaustive are areas that will give rise to particular concern in respect of children:~~

~~11.4.1 where entertainment or services of an adult nature are commonly provided (for example, topless bar staff, striptease, lap dancing, table dancing or pole~~

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~~dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language);~~

~~11.4.2 where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;~~

~~11.4.3 premises with a known association with drug taking and dealing;~~

~~11.4.4 where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and~~

~~11.4.5 where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.~~

~~11.5 The Borough Council will consider a range of alternatives for limiting the access of children that is necessary to promote the licensing objective for the prevention of children from harm. These, which may be adopted in combination and attached to a licence, include:~~

~~11.5.1 limitations on the hours when children may be present;~~

~~11.5.2 limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;~~

~~11.5.3 limitations on the parts of premises to which children might be given access;~~

~~11.5.4 age limitations (below age 18);~~

~~11.5.5 requirements for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and~~

~~11.5.6 full exclusion of those people under 18 from the premises when any licensable activities are taking place.~~

11.56 Conditions requiring the admission of children to any premises cannot be justified and will not be attached to licences or certificates. Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club or person who has given a temporary event notice. Venue operators seeking premises licences and club premises certificates may also volunteer such prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. Where no relevant representations are made, these volunteered prohibitions and restrictions will become conditions attaching to the licence or certificate and will be enforceable as such. No other conditions concerning the presence of children on premises will be imposed by the Borough Council in these circumstances.

11.6 The Borough Council recognises the Norfolk Safeguarding Children's Board as the lead responsible authority in relation to the protection of children from harm.

12.0 Children and Cinemas

12.1 In the case of premises giving film exhibitions, the Borough Council will expect licensees or clubs to include in their operating schedules arrangements for

restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

13.0 Cultural Activities

~~13.1 The Borough Council will monitor the impact of licensing on the provision of regulated entertainment, and particularly live music and dancing. All reasonable care will be taken to ensure that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events. Where there are indications that such events are being deterred by licensing requirements, the statement of policy will be re-visited with a view to investigating how the situation might be reversed.~~

13.12 The Borough Council recognises the need to encourage and promote a broad range of entertainment, ~~particularly live music, dancing and theatre, including the performance of a wide range of traditional and historic plays,~~ for the wider cultural benefit of communities. A natural concern to prevent disturbance in neighbourhoods will always be carefully balanced with these wider cultural benefits, particularly the cultural benefits for young people. In determining what conditions should be attached to licence and certificates as a matter of necessity for the promotion of the licensing objectives, the Borough Council is aware of the need to avoid measures which deter ~~live music, dancing and theatre~~ regulated entertainment by imposing indirect costs of a disproportionate nature.

~~14.0 Tourism & Employment~~

~~14.1 The Borough Council will ensure that the Licensing Committee receive, when appropriate, reports on the needs of the local tourist economy to ensure that these are reflected in their considerations.~~

~~14.2 The Borough Council will ensure that the Licensing Committee are apprised of the employment situation in the area and the need for new investment and employment where appropriate.~~

15.0 Planning & Building Control

15.1 Planning, Building Control and licensing are separated and consider different (albeit related) matters. For instance, licensing considers public nuisance whereas planning considers amenity. As such licensing applications will not be a re-run of the planning application and will not cut across decisions taken by the planning committee or following appeals against decisions taken by that committee. Licensing Committees are not bound by decisions made by a planning committee, and vice versa.

15.2 Applications for premises licences should normally be from businesses with planning consent for the property concerned. However, applications for licences may be made before any relevant planning permission is sought or granted by the planning authority.

- 15.2 The granting by the licensing committee of any variation of a licence which involves a material alteration to a building would not relieve the applicant of the need to apply for planning permission or building control where appropriate.
- 15.3 There may be circumstances when as a condition of planning permission a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission could be liable to enforcement action under planning laws.

16.0 Promotion of **Racial** Equality

16.1 ~~The Borough Council recognise that the Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.~~

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16.2 ~~Information on the Borough Council's approach and compliance with the Equality Act 2010 can be found on the Borough Council's website on the following link: <http://www.west-norfolk.gov.uk/default.aspx?page=26570>~~

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~~The Borough Council recognise that the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination; and to promote equality of opportunity and good relations between persons of different racial groups.~~

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17.0 Duplication

17.1 The Borough Council has a firm commitment to avoid duplication with other regulatory regimes so far as possible. For example, legislation governing health and safety at work and fire safety will place a range of general duties on the self-employed, employers and operators of venues both in respect of employees and of the general public when on the premises in question. Similarly, many aspects of fire safety will be covered by existing and future legislation. Conditions in respect of public safety will only be attached to premises licences and club premises certificates that are “necessary” for the promotion of that licensing objective and if already provided for in other legislation, they cannot be considered as necessary in the context of licensing law. Such regulations will not however always cover the unique circumstances that arise in connection with licensable activities, particularly regulated entertainment, at specific premises and tailored conditions may be necessary.

18.0 Conditions

18.1 The Borough Council will not impose conditions unless it has received a representation from a responsible authority, such as the police or an environmental health officer, or ~~an interested party other persons~~, such as a local resident or local business, which is a relevant representation, or is offered

in the applicant's Operating Schedule. Any conditions will be proportional and necessary appropriate to achieve the Licensing Objectives.

~~18.2 The Borough Council cannot impose 'blanket' standard conditions on premises licences or club premises certificates. The Borough Council will, however draw on the pool of conditions (published at Annex D to the Guidance issued under Section 182 of the Act) when it is considered appropriate to suit the specific needs of an individual operation.~~

19.0 Enforcement

- 19.1 The Borough Council recognises that most licence, certificate and notice holders seek to comply with the law. Notwithstanding, any enforcement action will take a graduated approach and in the first instance will include education and guidance. Where holders of authorisations continue to flout the law or act irresponsibly then firm action, including prosecution will be taken.
- 19.2 The Borough Council has established an enforcement protocol which has been agreed with all seven Norfolk authorities, Norfolk Constabulary, Norfolk Fire Service, Customs & Excise and Trading Standards. This should provide for a more efficient deployment of staff and police officers who are commonly engaged in enforcing licensing law and the inspection of licensed premises”.
- 19.3 In particular, these protocols should also provide for the targeting of agreed problem and high-risk premises, which require greater attention, while providing a lighter touch in respect of low risk premises, which are well run. The 2003 Act does not require inspections to take place save at the discretion of those charged with this role. The principal of risk assessment and targeting will prevail and inspections will not be taken routinely but if and when they are judged necessary. This should ensure that resources are more effectively concentrated on problem premises.

20.0 Temporary Event Notices

- 20.1 The Act requires that a minimum of 10-working days notice must be given for a standard temporary event notice and a minimum of 5-working days notice for a late temporary event notice. Section 193 of the Act defines “working day” as any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales. ~~“Ten w~~ “Working days” notice means ~~ten~~ working days exclusive of the day on which the event is to start, and exclusive of the day on which the notice is given.
- 20.2 There is no discretion to relax either the 10-working days notice or the five-working days notice so the Borough Council encourage notice givers to provide the earliest possible notice within 12 months of events likely to take place. The maximum notice of 12 months should enable the Norfolk Constabulary and the Borough Council's Community Safety team to make a sensible assessment as notices made too far in advance could lead to objections that could be otherwise avoided.

21.0 Personal Licences

21.1 An application for a personal licence and 'disclosure of convictions & declaration' form should be dated by the applicant within one calendar month of the application been received by the Borough Council. This is to ensure that the information on the application is as current as the basic disclosure.

22.0 Premises Licence/Club Premises Certificate Applications

22.1 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by two sets of plans, one of which will be endorsed and issued with the premises licence/club premises certificate.

22.2 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by a 'certificate of display'. This acknowledges the applicants understanding for the displaying notices and should avoid any undue delay in the application process.

22.3 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by a 'certificate of service'. This acknowledges the applicants understanding for giving a copy of the application to the responsible authorities and should avoid any undue delay in the application process.

22.4 Where applications have to be advertised, licensing officers will routinely check that public notices are displayed at the premises and in a local newspaper as part of the application validation process.

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22.5 The Borough Council is required under the Act to suspend premises licenses and club premises certificates where the annual fee has not been paid. The Borough Council will invoice each licence holder/club when the annual fee is due setting out the fee that is due. Where the fee has not been paid or there has been no claim of administrative error, the Borough Council will serve a notice to suspend the licence.

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23.0 Responsible Authorities and Other Persons

23.1 Responsible authorities are public bodies that are statutory consultees that must be notified of licensing applications. A list of the responsible authorities I respect of applications and notices made to the Borough Council can be found on the following link:
<http://www.west-norfolk.gov.uk/pdf/Responsible%20Authorities%20SEP%202012.pdf>

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23.2 When dealing with licensing applications for premises licences and club premises certificates the Borough Council is obliged to consider representations from two categories of persons, referred to as 'responsible authorities' and 'other persons'. This allows for a broad range of comment to be received both for and against licensing applications.

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23.3 The Borough Council has carefully considered its role as the Licensing Authority as a Responsible Authority under the Act. It will achieve a separation of responsibilities through procedures and approved delegations within the authority to ensure procedural fairness and eliminate conflicts of interest. A separation is achieved by allocating distinct functions (i.e. those of Licensing Authority and Responsible Authority) to different officers within the licensing team. The Borough Council does not expect to act as a Responsible Authority on behalf of third parties but accepts that there may be exceptional circumstances where this approach may be required.

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24.3.0 Administration, Exercise & Delegation of Functions

24.1 The Borough Council appreciates the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process. The Borough Council will delegate certain decisions and functions and has appointed officers and established sub-committees to deal with them.

24.2 Where under the provisions of the Act, there are no relevant representations on an application for the grant of a premises licence or club premises certificate or police objection to an application for a personal licence or to an activity taking place under the authority of a temporary event notice, these matters will be dealt with by officers to speed matters through the system. The Borough Council accepts the Secretary of State's recommendation and delegation will be achieved as set out at Annex B.

24.3 Regulation 24 of the Licensing Act 2003 (Hearings) Regulations requires the Borough Council to give all parties at licensing hearings an equal maximum period of time to present their case. For the purpose of this regulation it is the Borough Council's policy that a maximum of 15 minutes will be allowed.

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24.4 Copies of applications and letters of representation will be included within the Licensing Manager's report and distributed prior to hearings before a Licensing Sub-Committee. Applicants, responsible authorities and other persons wishing to present additional evidence in support of their application/representation should do so at least 3-working days before the hearing starts. Failure to do, may result in the Licensing Sub-Committee disregarding this additional evidence.

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25.0 Other Relevant Matters

25.1 Adult entertainment. The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions. The Borough Council acknowledges that there is an exemption which allows sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Premises using this exemption should ensure that procedures are in place to exclude children when entertainment of this nature is offered.

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25.2 Gaming machines in licensed premises - Automatic entitlement. There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D.

25.3 Gaming Machine Permit – If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and the Borough Council will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as licensing officers consider relevant.

25.4 Exempt Gaming. Premises licensed under the Licensing Act 2003 may offer gaming such as poker and bingo provided the stakes and prizes do not exceed permitted levels. Details of these limits are available from the Borough Council or the Gambling Commission.

264.0 Further Advice

264.1 Information and advice on all aspects of licensing can be obtained by either:

- Visiting the website on www.west-norfolk.gov.uk, or
- Telephoning the Borough Council's Information Centre on (01553) 616200, or
- By email to EhLicensing@west-norfolk.gov.uk or
- By writing to:
Licensing
Environmental Health - Licensing
& Housing
King's Court
Chapel Street
King's Lynn
PE30 1EX
- In person at King's Court

264.2 The Licensing Act 2003 and Guidance issued under Section 182 can be viewed on the Home Office website at <http://www.homeoffice.gov.uk/>

Annex A To
The Borough Council of King's Lynn & West Norfolk
Statement of Licensing Policy
Dated 25 November 2010

The Portman Group Code of Practice

The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or over. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website (www.portman-group.org.uk), in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in a breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner, which may appeal to or attract minors. The Borough Council commends the Code.

Annex B To the
Borough Council of King's Lynn & West Norfolk
Statement of Licensing Policy
Dated ~~25 November 2010~~

Table of Delegations of Licensing Functions

Matter to be Dealt With	Licensing Sub-Committee	Officers
Application for personal licence	If an a police objection made	If no objection made
Application for personal licence, with unspent convictions	All cases	
Application for premises licence/ club premises Certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club registration Certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Application for Interim Authorities	If a police objection	All other cases
Application to review premises licence/club premises Certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc		All cases
Decision to object when local authority is a consultee and not the lead authority	All cases	
Determination of an police objection to a temporary event notice	All cases	
Minor Variation to a Premises License / Club Premises Certificate		All Cases
Disapplication of certain Mandatory Conditions for Community Premises Determination of application to vary premises licence at community premises to include alternative licence condition	If Police Objection	All other Cases

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Borough Council of King's Lynn & West Norfolk –
Licensing Act 2003 – Draft Statement of Licensing Policy – 2015

<u>Decision whether to consult other responsible authorities on minor variation application.</u>		<u>All Cases</u>
<u>Determination of minor variation application</u>		<u>All cases</u>

REPORT TO CABINET

Open	Would any decisions proposed :		
Any especially affected Wards	(a) Be entirely within cabinet's powers to decide NO		
	(b) Need to be recommendations to Council YES		
	(c) Be partly for recommendations to Council NO and partly within Cabinets powers –		
Lead Member: Adrian Lawrence E-mail: adrian.lawrence@west-norfolk.gov.uk	Other Cabinet Members consulted:		
	Other Members consulted: Licensing Committee		
Lead Officer: Vicki Hopps E-mail: vicki.hopps@west-norfolk.gov.uk Direct Dial: 01553 616307	Other Officers consulted: Geoff Hall, Licensing Team, Legal Services		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)			

Date of meeting: 26th November 2015

TITLE: Gambling Act 2005 - Statement of Principles

Summary

The Gambling Act 2005 requires every local authority to agree a Statement of Principles (previously referred to as 'Statement of Licensing Policy) in accordance with the Statutory Guidance issued under the Act. The policy has been drawn up in accordance with the guidelines issued by the Gambling Commission and has been subject to consultation.

Recommendation

That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

Reason for Report

It is a Statutory requirement that the Council adopts a Statement of Principles

1.0 Background

1.1 The Gambling Act 2005 (the 'Act') requires all local authorities to publish a Statement of Principles each three-year period. Our current policy was approved by Full Council on the 29th November 2012.

1.2 Regulations require that local authorities have their statement of principles in place by the 31st January 2016.

2.0 Consultation

2.1 The Guidance to Licensing Authorities issued by the Gambling Commission advises on how the policy is to be formulated and the consultation process to which it will be subjected. The Act requires that the following parties are consulted:

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

2.2 A list of persons we consulted can be found at Annex A to the Draft Statement of Principles (attached). In addition, the consultation has been open to the public on the Borough Council's website.

2.3 The changes proposed are highlighted in yellow in the attached document, Appendix 1.

2.4 A summary of the changes are:

- 15.0 –Local Profiling: Identification of any “high risk areas” through carrying out a risk assessment
- 36.0 – Small Society Lotteries: In determining whether the Society is non-commercial the Borough Council may require applicants to provide copies of the society's constitution or terms of reference.

2.5 The consultation ends on 9th October and any comments received will be appended to the report.

3.0 Review

3.1 Regulations issued under the Act require that the statement of principles be formally reviewed every three years although it can be reviewed and changed at any time if required.

4.0 Delegation of Functions

4.1 The Act delegates the Licensing Authority's functions to the same Licensing Committee established under the Licensing Act 2003 with the exception of the Authority's function to publish a three-year statement of principles and the power to resolve not to grant casino licences. These two matters can only be dealt with by Full Council.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no direct financial implications.

6.0 STATUTORY CONSIDERATION

- 6.1 It is a statutory requirement that we review our statement of principles at least every 3-year period.

7.0 RISK ASSESSMENT

- 7.1 The risk of not adopting the statement of principles means that the Borough Council will not be able to conduct any of its statutory functions (issue licences and permits and enforcement) under the Gambling Act 2005 after the 31st January 2016.

8.0 EQUALITY IMPLICATIONS

- 8.1 There are no equality implications.

Attached Papers

1. Gambling Act 2005 - Draft Statement of Principles (DRAFT)

Background papers

1. The Gambling Act 2005
2. The Gambling Commission's Guidance to Licensing Authorities (4th Edition) dated February 2013.



Gambling Act 2005

Statement of Principles

DRAFT

Approved by Cabinet on: _____ 2015
Approved by Full Council on: _____ 2015
Effective from: 31st January 2016

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PART A

1.0 The Licensing Objectives

1.1 In exercising their functions under the Gambling Act 2005, (hereafter referred to as the 'Act') the Borough Council of King's Lynn & West Norfolk (hereafter referred to as the 'Borough Council') must have regard to the licensing objectives as set out in section 1 of the Act. These licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

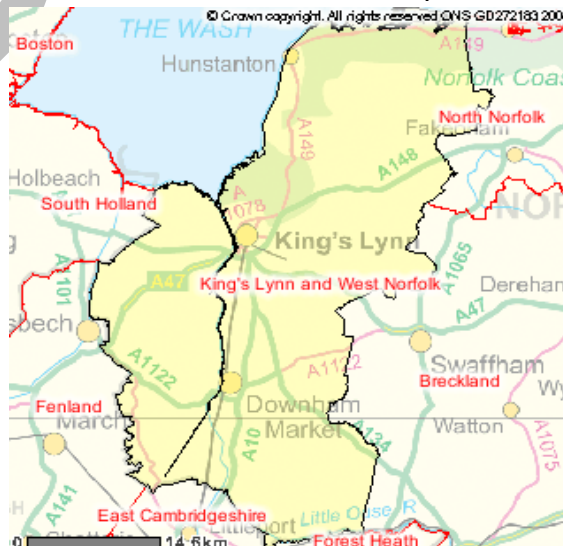
1.2 It should be noted that the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling.

1.3 The Borough Council is aware that, in accordance with Section 153 of the Act, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the Borough Council's Statement of Principles.

2.0 Introduction

2.1 The Borough Council is situated in the County of Norfolk and has a population of 147,451 (2011 Census). In terms of area it is the largest, covering 1428.76 square kilometres (551 square miles). The area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown in the map below:



- 2.2 The Borough Council is required by the Act to publish a statement of the principles (policy) which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement may also be reviewed from “time to time” and then any amended parts re-consulted upon. The statement must be then re-published.
- 2.3 The Borough Council will consult widely upon this statement of principles before finalising and publishing. A list of the persons who have been consulted is provided at Annex A.
- 2.4 The Act requires that the following parties must be consulted:
- The Chief Officer of Police;
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area; and
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Act.
- 2.5 Our consultation took place between the 2015 and the 2015 and followed HM Government Consultation Principles (published July 2012), which is available at:
<https://www.gov.uk/government/publications/consultation-principles-guidance>
- 2.6 The full list of any comments made and the consideration by the Borough Council of those comments will be available by request to the Licensing Manager at the Borough Council.
- 2.7 The policy was approved at a meeting of the Full Council on the and was published via the Borough Council’s website on the.
- 2.8 Should you have any comments as regards this statement of principles please send them via e-mail or letter to:
The Licensing Manager
Environmental Health - Licensing
Borough Council of King’s Lynn & West Norfolk
King’s Court
Chapel Street
King’s Lynn
Norfolk
PE30 1EX
E-mail: ehlicensing@west-norfolk.gov.uk
- 2.9 It should be noted that this statement of principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

3.0 Declaration

3.1 In producing the final statement, the Borough Council declares that it has had regard to the licensing objectives of the Act, the Guidance to Local Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4.0 Responsible Authorities

4.1 The Borough Council is required to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

4.2 The Borough Council designates the Norfolk Safeguarding Children Board for this purpose (<http://www.norfolkscb.org/>)

4.3 The contact details of all the Responsible Authorities under the Act are attached to this Statement of Principles at Annex B.

5.0 Interested Parties

5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in Section 158 of the Act as follows:

"For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,*
- b) has business interests that might be affected by the authorised activities, or*
- c) represents persons who satisfy paragraph (a) or (b)"*

5.2 In determining whether a person is an interested party, the Borough Council will apply the following principles. The first principle is that each case will be decided upon its own merits. The Borough Council will not apply a rigid rule to its decision making and will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities. "Business interests" is given the widest possible interpretation and includes partnerships, charities, faith groups and medical practices.

5.3 Interested parties can be persons who are democratically elected such as councillors and members of parliament. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish

councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

- 5.4 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Sub-Committee dealing with the licence application. If there are any doubts then please contact the licensing team.

6.0 Exchange of Information

- 6.1 The Borough Council is required to include in our statement the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

- 6.2 The principle that the Borough Council will apply is that we will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The Borough Council will also have regard to any Guidance issued by the Gambling Commission to local authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Act.

7.0 Inspections & Criminal Proceedings

- 7.1 Licensing authorities are required by regulation under the Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

- 7.2 The Borough Council's principles are that it will be guided by the Gambling Commission's Guidance for local authorities and its own enforcement police and will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

- 7.3 The Borough Council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The Borough Council inspection programme will be risk-based and take into account;
- The licensing objectives;
 - Relevant codes of practice;
 - Guidance issued by the Gambling Commission, in particular at Part 36;
 - This statement of principles.
- 7.5 The main enforcement and compliance role for the Borough Council in terms of the Act is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the Borough Council but should be notified to the Gambling Commission.

8.0 Licensing Authority Functions

- 8.1 The Borough Council, as the Licensing Authority is required under the Act to:
- be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*;
 - issue *Provisional Statements*;
 - regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
 - issue *Club Machine Permits* to *Commercial Clubs*;
 - grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*;
 - receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
 - issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
 - register *small society lotteries* below prescribed thresholds;
 - issue *Prize Gaming Permits*;
 - receive and Endorse *Temporary Use Notices*;
 - receive *Occasional Use Notices*;
 - provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange'); and
 - maintain registers of the permits and licences that are issued under these functions
- 8.2 It should be noted that local licensing authorities are not involved in the licensing of remote gambling, which is regulated by the Gambling Commission via operating licences.

PART B
PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

9.0 General Principles

9.1 Premises licences are subject to the requirements set-out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

10.0 Decision Making

10.1 The Borough Council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission ;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

10.2 It is appreciated that as per the Gambling Commission's Guidance for local authorities "moral and ethical objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos at paragraph 21) and also that demand is not a criterion for a licensing authority.

11.0 Definition of "premises"

11.1 In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, the Borough Council shall pay particular attention if there are issues about subdivisions of a single building or plot and shall ensure that mandatory conditions relating to access between premises are observed.

11.2 The Gambling Commission states in its Guidance to Licensing Authorities that: "In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the

operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.”

11.3 The Borough Council takes note of the Gambling Commission’s Guidance to Licensing Authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

11.4 The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises’ neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

11.5 The Borough Council will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

12.0 The Gambling Commission’s relevant access provisions for each premises type are reproduced below:

12.1 Casinos

- The principal access entrance to the premises must be from a street;
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

12.2 Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises.

12.3 Betting Shops

- Access must be from a street or from another premises with a betting premises licence;
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

12.4 Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

12.5 Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

12.6 Family Entertainment Centres

- No customer must be able to access the premises directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

12.7 The Gambling Commission's Guidance contains further advice on this issue, which the Borough Council will also take into account in its decision-making.

13.0 Premises "Ready for Gambling"

13.1 The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

13.2 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

13.3 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, the Borough Council will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling;

- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

14.0 Location

14.1 The Borough Council is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

15.0 Local Area Profiling

15.1 The Social responsibility Code (10.1.1), which comes into effect on the 6th April 2016 requires licensees to assess the local risks to the licensing objectives posed by their gambling operations at each of their premises, and have policies, procedures and control measures to mitigate those risks. Additionally, applicants will have to undertake a local assessment when applying for a new or variation of a premises licence, to take account of significant changes in the local circumstances or when there are significant changes at the licensee's premises.

15.2 The Borough Council is aware that there is no mandatory requirement to have a local area profile but recognises that that one may offer a number of benefits. Should evidence be obtained to identify local risk areas then these will be reflected in a separate document and made available from Environmental Health – Licensing and on the Borough Council's website.

15.3 Enquiries with relevant organisations have not revealed any data to suggest that there are any areas with the Borough that could be identified as a risk. *[However, should the consultation reveal such data then this paragraph will be updated].*

16.0 Planning Permission & Building Regulations

16.1 In determining applications, the Borough Council will not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

16.2 The Borough Council is aware that a premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling should only be issued in relation to premises

that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. (Equally, licences should only be issued where they are expected to be used for the gambling activity named on the licence).

17.0 Duplication with other Regulatory Regimes

17.1 The Borough Council will aim to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it.

18.0 Licensing Objectives

18.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to this the Borough Council has considered the Gambling Commission's Guidance to local authorities and some comments are made below.

18.2 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.** The Borough Council is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Borough Council is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

18.3 **Ensuring that gambling is conducted in a fair and open way.** The Borough Council has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. The only exception to this is for tracks which is covered in paragraph 24 below.

18.4 **Protecting children and other vulnerable persons from being harmed or exploited by gambling.** The Borough Council has noted the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The Borough Council will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

As regards the term “vulnerable persons” it is noted that the Gambling Commission does not seek to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” This licensing authority will consider this licensing objective on a case by case basis.

19.0 Conditions

- 19.1 Any conditions attached to licences will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility;
 - directly related to the premises and the type of licence applied for;
 - fairly and reasonably related to the scale and type of premises; and
 - reasonable in all other respects.

19.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures the Borough Council will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. The Borough Council will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

19.3 The Borough Council will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

- 19.4 It is noted that the Borough Council cannot attach conditions to premises licences which:
- makes it impossible to comply with an operating licence condition;
 - relate to gaming machine categories, numbers, or method of operation;
 - provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
 - relate to stakes, fees, winnings or prizes.

19.5 Door Supervisors

If the Borough Council is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor.

20.0 Adult Gaming Centres

20.1 The Borough Council will have regard to the need to protect children and

vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that children and young persons do not have access to the premises.

20.3 The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

21.0 (Licensed) Family Entertainment Centres (FEC):

21.1 The Borough Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under children and young persons do not have access to the adult only gaming machine areas.

21.2 The Borough Council may consider measures to meet the licensing objectives such as:

- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets / helpline numbers for organisations such as GamCare; and
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

22.0 Casinos

22.1 There are currently no casinos operating within the borough.

22.2 The Borough Council has not passed a 'no casino' resolution under Section 166 of the Act, but is aware that it has the power to do so. Should

the Borough Council decide in the future to pass such a resolution, it will update this statement of principles with details of that resolution.

23.0 Bingo premises

23.1 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

24.0 Betting premises

24.1 Betting machines – A 'betting machine' is not a gaming machine and the Borough Council is aware that it can attach a condition to restrict the number of betting machines. The Borough Council will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of these machines when considering the number/nature/circumstances of betting machines an operator wants to offer.

25.0 Tracks

25.1 The Borough Council is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

25.2 The Borough Council expects a premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

25.3 The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

25.4 *Gaming machines* - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas

from which children are excluded.

- 25.5 *Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/ nature/ circumstances of betting machines an operator proposes to offer.

26.0 Applications and plans

- 26.1 Section 51 of the Act requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling.
- 26.2 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 26.3 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 26.4 In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.
- 26.5 The Borough Council appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the "five times rule" (commonly known as betting rings) must be indicated on the plan.

27.0 Travelling Fairs

- 27.1 The Borough Council is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 27.2 The Borough Council will also consider whether the applicant falls within

the statutory definition of a travelling fair.

- 27.3 It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Borough Council will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

28.0 Provisional Statements

- 28.1 Developers may wish to apply for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 28.7.2 Section 204 of the Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:
- expects to be constructed;
 - expects to be altered; or
 - expects to acquire a right to occupy.
- 28.3 The process for considering an application for a provisional statement is the same as that for a premises licence application in that the applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.
- 28.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.
- 28.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:
- they concern matters which could not have been addressed at the provisional statement stage, or
 - they reflect a change in the applicant's circumstances.
- 28.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- which could not have been raised by objectors at the provisional statement stage;

- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

29.0 Reviews:

29.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the Borough Council to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

29.2 The request for the review will also be subject to the consideration by the Borough Council as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

29.3 The Borough Council, as the licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

29.4 Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day consultation period. This period begins 7 days after the application was received by the Borough Council, who will publish notice of the application within 7 days of receipt.

29.5 The Borough Council must carry out the review as soon as possible after the 28 day period for making representations has passed.

29.6 The purpose of the review will be to determine whether the Borough Council should take any action in relation to the licence. If action is justified, the options open to the Licensing Sub-Committee are:-

- add, remove or amend a licence condition imposed by the licensing authority;
- exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

29.7 In determining what action, if any, should be taken following a review, the

Borough Council must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

- 29.8 In particular, the Borough Council, acting as the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 29.9 Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:
- the licence holder;
 - the applicant for review (if any);
 - the Commission;
 - any person who made representations;
 - the chief officer of police or chief constable; and
 - Her Majesty's Commissioners for Revenue and Customs.

PART C PERMITS / TEMPORARY & OCCASIONAL USE NOTICE

30.0 Unlicensed Family Entertainment Centre (FEC) gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

- 30.1 Where a premise does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for a Family Entertainment Centre permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).
- 30.2 The Act states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25.
- 30.3 The Borough Council is aware that it cannot add conditions to this type of permit.
- 30.4 The Borough Council has adopted the following Statement of Principles, in respect of unlicensed FECs:
- 30.5 The Borough Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Such policies/procedures will be considered on their merits; however, they may include appropriate measures on staff training on how to deal with suspected truancy, how to deal with unsupervised very young children being on the premises and children causing problems around the premises.
- 30.6 The Borough Council will also expect the applicant to demonstrate a full

understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs and that staff are trained to have a full understanding of the maximum stakes and prizes.

30.7 The Borough Council will require the following to be submitted in addition to the application form and fee:

- (1) Proof of the applicant's identity and age;
- (2) Proof of the applicant's right to occupy the premises for which the permit is sought;
- (3) (Where the applicant is an individual) a 'basic' Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month on the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt this requirement.
- (4) An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity.
- (5) A plan scale 1:100 of the premises showing:
 - a. The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public.
 - b. The location of any fixed or temporary structures.
 - c. The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises.
 - d. The location of any public toilets within the boundary of the premises.
 - e. The location of CCTV cameras.
 - f. The location of any ATM or other cash/change machines.
 - g. The proposed location of the Category 'D' machines.
 - h. Details of non category 'D' machines (e.g. skill with prizes machines).

31.0 (Alcohol) Licensed premises gaming machine permits – (Schedule 13 paragraph 4(1))

31.1 Automatic entitlement: 2 machines

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D.

31.2 The Borough Council can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

31.3 Permit: 3 or more machines

If a premises wishes to have more than 2 machines, then the premises licence holder needs to apply for a permit and the Borough Council must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act and “*such matters as they think relevant.*”

31.4 The Borough Council considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines (category ‘C’ machines). Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

31.5 It should be noted that the Borough Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

31.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission

32.0 Prize Gaming Permits

32.1 The Act states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

32.2 The Borough Council has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law;
- clear policies that outline the steps to be taken to protect children from harm.

32.3 The Borough Council shall also require (where the applicant is an individual) a ‘basic’ Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month on the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt this requirement.

32.4 In making its decision on an application for this permit the licensing

authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance. (Gambling Act 2005, Schedule 14 paragraph 8(3))

32.5 It should be noted that there are conditions in the Act which the permit holder must comply, but that the Borough Council cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

33.0 Club Gaming and Club Machines Permits

33.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

33.2 The Borough Council may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the police.

33.3 There is a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced. Grounds on which an application under this process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides

facilities for other gaming; or

- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

33.4 There are statutory conditions on club gaming permits that no child or young person uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

34.0 Temporary Use Notices

34.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

34.2 The Borough Council is aware that it can only grant a temporary use notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

35.0 Occasional Use Notices:

35.1 The Borough Council has little discretion as regards occasional use notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded.

36.0 Small Society Lotteries

36.1 The Borough Council will register and administer smaller non-commercial lotteries and applicants for lottery licences must apply to the licensing authority in the area where their principal office is located.

36.2 The Borough Council must be satisfied that the 'society' is established and conducted:

- for charitable purposes (as defined in S2 of the Charities Act 2006);
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural nature activity; or
- for any other non-commercial purpose other than private gain.

In determining whether the Society is non-commercial the Borough Council may require applicants to provide copies of the society's constitution or terms of reference.

36.3 For new applications or change of promoter, the Borough Council shall require the promoter of the lottery to produce a statement declaring that they have no relevant convictions that would prevent them from running a lottery. A list of 'relevant' offences is listed at Schedule 7 of the Act.

36.4 The Borough Council may refuse an application for registration if in their opinion:

- The applicant is not a non-commercial society;
- A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
- Information provided in or with the application for registration is false or misleading.

36.5 Where the Borough Council intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration. It will also supply evidence on which it has reached that preliminary conclusion.

36.6 The Borough Council may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to; refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Borough Council will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

PART D COMMITTEE, OFFICER DELEGATION AND CONTACTS

37.0 Committee Decisions & Scheme of Delegation

37.1 The Borough Council is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.

37.2 Licensing Sub-Committees made up of three Councillors from the main Licensing Committee will sit to hear applications where representations have been received from interested parties and responsible authorities. Ward Councillors will not sit on a Sub-Committee involving an application within their ward.

37.3 Where a Councillor who is a member of the Licensing Committee is making or has made representations regarding a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision making process affecting the licence in question.

37.4 The Borough Council's Licensing Officers will deal with all other licensing applications where either no representation have been received, or where representations have been received and it is agreed by the parties that a hearing is not necessary.

37.5 Decisions as to whether representations are irrelevant, frivolous or vexatious will be made by Borough Council Officers, who will make the decisions on whether representations or applications for licence reviews should be referred to the Licensing Committee or Sub-Committee. Where representations are rejected, the person making that representation will be given written reason as to why that is the case. There is no right of appeal

against a determination that representations are not admissible.

- 37.6 The table shown at Annex C sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers.
- 37.7 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee or Full Committee if considered appropriate in the circumstances of any particular case.

DRAFT

38.0 Contacts

- 38.1 Further information about the Gambling Act 2005, this Statement of Principles or the application process can be obtained from:-

Environmental Health – Licensing
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX

Tel: 01553 616200
Fax: 01553 691663
E-mail: ehicensing@west-norfolk.gov.uk
www: www.west-norfolk.gov.uk

- 38.2 Information is also available from:-

Gambling Commission
4th floor
Victoria Square House
Birmingham
B2 4BP

Tel: 01212 331096
Website: www.gamblingcommission.gov.uk

List of Persons Consulted

Borough Council of King's Lynn & West Norfolk

Gambling Commission

Norfolk Constabulary

Norfolk Fire Service

Norfolk Safeguarding Children Board

Norfolk County Council

HM Revenue & Customs

Norfolk Trading Standards

Association of British Bookmakers

Gamcare

British Amusement Catering Trade Association (BACTA)

NORCAS

Housing Associations:

- ◆ Broadland Housing Association
- ◆ Co-Op Homes
- ◆ Cotman Housing Association
- ◆ Freebridge House
- ◆ Guinness Trust
- ◆ Hastoe Housing Association
- ◆ Housing 21
- ◆ Longhurst Housing Association Limited
- ◆ Minster General Housing Association Limited
- ◆ Orbit Housing Association
- ◆ Peddars Way Housing Association
- ◆ Sanctuary Housing Association
- ◆ Wherry Housing Association

Parish Clerks

All holders of Gambling Act 2005 Premises Licences issued by the BCKLWN

All holders of Gambling Act 2005 permits issued by the BCKLWN

All promoters of Small Society Lottery Registrations issued by the BCKLWN

Annex B to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles
Dated

Responsible Authorities	
<p>The Licensing Authority:</p> <p>Environmental Health - Licensing Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 E-mail: EHLicensing@west-norfolk.gov.uk</p>	<p>The Gambling Commission:</p> <p>4th floor Victoria Square House Birmingham B2 4BP</p> <p>Telephone: 01212 306576 Fax: 01212 331096</p>
<p>The Chief Officer of Police:</p> <p>Norfolk Constabulary Licensing Team Bethel Street Norwich Norfolk NR2 1NN</p> <p>Tel: 01603 275729 Email: licensingteam@norfolk.pnn.police.uk</p>	<p>The Fire Authority:</p> <p>Fire Safety Office Norfolk Fire Service – Western Area Kilhams Way King's Lynn PE30 2HY</p> <p>Tel: 01603 812261</p>
<p>Planning Authority:</p> <p>Development Services Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200</p>	<p>Environmental Health:</p> <p>Environmental Health Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200</p>
<p>Norfolk Safeguarding Children Board:</p> <p>Room 60 Lower Ground Floor County Hall Martineau Lane Norwich NR1 2UG</p>	<p>HM Revenue and Customs:</p> <p>National Registration Unit Portcullis House 21 India House Glasgow G2 4PZ</p>

Annex C to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles
Dated

Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee/ Sub-Committee	Officers
Final approval of Statement of Principles	X		
Policy to permit casino	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premise gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

The Licensing Manager
Environmental Health - Licensing
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX

7th October 2015

Dear Sir,

Consultation on Borough Council of King's Lynn & West Norfolk Statement of Principles – Gambling Act 2005

Coral Racing Limited is most grateful to be given the opportunity to respond to this consultation exercise. Coral was one of the first national bookmakers to be licensed under the Betting and Gaming Act of 1960, and so has been operating the length and breadth of the UK for over 50 years. Its premises comprise locations in the inner city, on the high street, in suburbs and in rural areas, and in areas of both high and low deprivation. It now operates 1850 betting offices across Great Britain, which comprise about 20% of all licensed betting offices. It is, therefore, a highly experienced operator.

Coral Racing Limited are supportive of the document. It again notes that the Board when considering applications are still required to 'aim to permit gambling' where this is 'reasonably consistent with the licensing objectives', additionally noting that it should not take into account of any moral objections to gambling.

Coral Racing Limited recognise the requirement to supply risk assessments with future applications & variations following the consultation completion (requirement is from 6th April 2016) and are pleased to see this detail included within the Draft Statement from Section 15 onwards.

Coral's experience is that through all it does, it achieves an exemplary degree of compliance already, and attracts negligible evidence of regulatory harm. Through the additional local risk assessment to be introduced, Coral believe that these should be a) to assess specific risks to the licensing objectives in the local area, and b) to assess whether control measures going beyond standard control measures are needed. In our opinion your guidance is appropriate with no long lists of definitive locations which by their very inclusion, could (incorrectly in our view) infer that a location of a gambling premise nearby, causes risk to the gambling objectives.

If we can provide any further information, we would be pleased to do so.

Yours faithfully,



John Liddle
Director of Development – Coral Retail



Coral Racing Limited
One Stratford Place, Montfichet Road, London E20 1EJ
Registered Office: New Castle House, Castle Boulevard, Nottingham NG7 1FT
Registered in England No. 541600
Tel: 020 3288 7000 Fax: 020 3288 7050

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
	Discretionary /	Need to be recommendations to Council	YES	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr Adrian Lawrence E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Vicki Hopps E-mail: Vicki.hopps@west-norfolk.gov.uk Direct Dial:01553 616307		Other Officers consulted: Management Team; Legal Services and Licensing Section		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES	Risk Management Implications NO

Date of meeting: 3 November 2015

Review of Hackney Carriage & Private Hire Licensing Fees

Summary

The Deregulation Act 2015 introduces changes to hackney carriage and private hire legislation from 1st October 2015. In addition to this the whole of the fee structure has been reviewed on a cost recovery basis.

Recommendation

1. The Council approves the new fee structure for drivers of hackney carriages and private hire vehicles;
2. The Council approves the new fee structure for private hire operators.
3. The Council approves the new fee structure for vehicles and other sundry matters attached in the fee structure.

Reason for Decision

The Council has to set reasonable fees based on cost recovery for the service provided.

Background

The Deregulation Act 2015 introduces a few changes to hackney carriage and private hire legislation from the 1st October 2015.

These changes are:

- The duration of hackney carriage and private hire driver's licenses will be three years;
- The duration of private hire operator's licenses will be five years; and

- Private hire operators will be able to sub-contract bookings to a private hire operator licensed by another authority.

The introduction of the three year driver's and five year operator's licenses requires a fee to be set. The last review of the fees was in 2011 so it was considered appropriate to review all hackney carriage and private hire fees at the same time.

The proposed fees are set out overleaf.

The proposed fees look to recover the actual processing costs and costs to the Council for providing this service. In the past fees have not been calculated in this way and therefore has resulted in the service being subsidised by other service areas. The table below shows the shortfall between the current costs and the proposed costs.

Summary of the cost of providing the taxi licensing service October

Hackney Carriage & Private Hire Stats October 1st 2011 - 30th September 2015						
	2011- 2012	2012- 2013	2013- 2014	2014- 2015	Total	Cost to Service*
Drivers:						
New	12	42	30	45	129	£ 1,548.00
Renewal	294	261	266	221	1042	£ 13,025.00
PH Vehicles:						
New	25	42	50	55	172	£ 516.00
Renewal	120	114	120	97	451	£ 1,353.00
HC Vehicle						
New WAV	13	23	11	10	57	£ 598.50
New HC	5	8	11	12	36	£ 234
Renewal	77	77	83	66	303	£ 3,333.00
Operator						
New	8	6	11	14	39	£ 117.00
Renewal	48	44	43	35	170	£ 510.00
Special Event Vehicles						
New	3	9	4	0	16	£ 48.00
Renewal	8	1	8	7	24	£ 72.00
						£ 21,354.50

* The actual figures may have been different as the costs for the processing of the fees may have been different in each year.

Options Considered

None

Policy Implications

The legislation requires the fees to be agreed by full Council.

Financial Implications

Failure to set fees correctly could result in the Council not recovering the costs of the service provided.

Additionally if the fees are not agreed through the Council then the Council could be open to challenge on the fees charged.

Personnel Implications

None

Statutory Considerations**Equality Impact Assessment (EIA)**

(Pre screening report template attached)

Risk Management Implications**Declarations of Interest / Dispensations Granted**

None

Background Papers

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

Proposed Fees

Hackney Carriage & Private Hire Licence Costs				
	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee
Combined Driver				
Grant	£ 62.00	£ 74.00	£ 125.00	
Renewal	£ 54.50	£ 67.00	£ 118.00	
Hackney Carriage Saloon				
Grant	£ 117.50	£ 124.00		
Renewal	£ 104.00	£ 120.00		
Hackney Carriage WAV				
Grant	£ 122.50	£ 133.00		
Renewal	£ 109.00	£ 115.00		
Private Hire Vehicle				
Grant	£ 115.00	£ 118.00		
Renewal	£ 101.00	£ 104.00		
Special Event Vehicle				
Grant	£ 120.00	£ 123.00		
Renewal	£ 101.00	£ 104.00		
PHO (1 Vehicle)				
Grant	£ 95.00	£ 97.00		£ 180.00
Renewal	£ 85.00	£ 87.00		£ 175.00
PHO (2-10 Vehicles)				
Grant	£ 120.00	£ 123.00		£ 265.00
Renewal	£ 110.00	£ 113.00		£ 260.00
PHO (11 - 20 Vehicles)				
Grant	£ 135.00	£ 138.00		£ 405.00
Renewal	£ 128.00	£ 131.00		£ 400.00
PHO (20+ Vehicles)				
Grant	£ 155.00	£ 159.00		£ 777.00
Renewal	£ 148.00	£ 152.00		£ 772.00
Misc				
Copy of Combined Driver Licence:				
Paper Part:	£ 2.50	£ 5.50		
Card Part:	£ 2.50	£ 5.50		
Copy of Vehicle Licence:				
Paper Part:	£ 2.50	£ 5.50		
Window Sticker:	£ 2.50	£ 5.00		
Copy of Private Hire Operator's Licence:				
Knowledge Test:	£ 20.00	£ 36.00		
Private Hire Door Sticker	£ 17.50	£ 19.00		
DBS	£ 49.00	£ 55.00		
Vehicle Transfer	£ 23.00	£ 27.50		
Licence Plate	£ 13.00	£ 15.00		
Change of Name/Address	£ 6.50	£ 10.50		

Renewal of a Hackney Carriage Saloon is £109.00 not £120.00 as stated in the table.

Pre-Screening Equality Impact Assessment



Name of policy/service/function	Licensing				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	The Deregulation Act 2015 introduces a few changes to hackney carriage and private hire legislation from the 1st October 2015. The introduction of the three year driver's and five year operator's licenses required a fee to be set. The last review of the fees was in 2011 so it was considered appropriate to review all hackney carriage and private hire fees at the same time..				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	Applies equally to all taxis and private hire drivers and to private hire operators			
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Vicki Hopps				
Job title Environmental Health Manager	Date 14/09/2015				

Paul Shurgeon,
Rsp by letter
24/9/15



20/09/2015

PLATE LICENCE NO. 75 HV
DRIVERS LICENCE NO.CD 0304
EMAIL ADDRESS.....
PHONE NUMBER..... 07981962956

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustifed extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying to much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surly these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

Hackney Carriage WAV renewal increase by 5.5%

Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

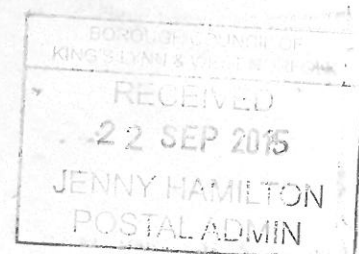
6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.



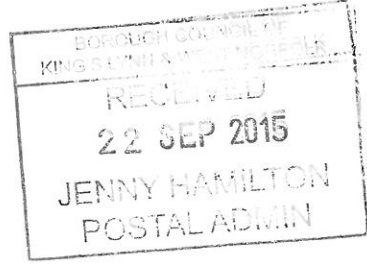
Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE 0/0
Combined Driver					
Grant					
Renewal	£ 62.00	£ 74.00	£ 125.00		19.35
Hackney Carriage Saloon	£ 54.50	£ 67.00	£ 118.00		22.94
Grant					
Renewal	£ 117.50	£ 124.00			5.53
Hackney Carriage WAV	£ 104.00	£ 120.00			15.38
Grant					
Renewal	£ 122.50	£ 133.00			8.57
Private Hire Vehicle	£ 109.00	£ 115.00			5.5
Grant					
Renewal	£ 115.00	£ 118.00			2.61
Special Event Vehicle	£ 101.00	£ 104.00			2.97
Grant					
Renewal	£ 120.00	£ 123.00			2.5
PHO (1 Vehicle)	£ 101.00	£ 104.00			2.97
Grant					
Renewal	£ 95.00	£ 97.00		£ 180.00	2.11
PHO (2-10 Vehicles)	£ 85.00	£ 87.00		£ 175.00	2.35
Grant					
Renewal	£ 120.00	£ 123.00		£ 265.00	2.5
PHO (11 - 20 Vehicles)	£ 110.00	£ 113.00		£ 260.00	2.72
Grant					
Renewal	£ 135.00	£ 138.00		£ 405.00	2.22
PHO (20+ Vehicles)	£ 128.00	£ 131.00		£ 400.00	2.34
Grant					
Renewal	£ 155.00	£ 159.00		£ 777.00	2.58
Misc	£ 148.00	£ 152.00		£ 772.00	2.7
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			120.
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54



Sharon Hodgkinson

Resp by letter
24/9/15.



20/09/2015

PLATE LICENCE NO...39 HV
DRIVERS LICENCE NO....CD 0254
EMAIL ADDRESS.....
PHONE NUMBER...01553 772616

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustifed extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying too much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surely these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

Hackney Carriage WAV renewal increase by 5.5%

Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.

3/10/15
Sh...



Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE c/o
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage Saloon					
Grant	£ 117.50	£ 124.00			5.53
Renewal	£ 104.00	£ 120.00			15.38
Hackney Carriage WAV					
Grant	£ 122.50	£ 133.00			8.57
Renewal	£ 109.00	£ 115.00			5.5
Private Hire Vehicle					
Grant	£ 115.00	£ 118.00			2.61
Renewal	£ 101.00	£ 104.00			2.97
Special Event Vehicle					
Grant	£ 120.00	£ 123.00			2.5
Renewal	£ 101.00	£ 104.00			2.97
PHO (1 Vehicle)					
Grant	£ 95.00	£ 97.00		£ 180.00	2.11
Renewal	£ 85.00	£ 87.00		£ 175.00	2.35
PHO (2-10 Vehicles)					
Grant	£ 120.00	£ 123.00		£ 265.00	2.5
Renewal	£ 110.00	£ 113.00		£ 260.00	2.72
PHO (11 - 20 Vehicles)					
Grant	£ 135.00	£ 138.00		£ 405.00	2.22
Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			80.00
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54

BOROUGH COUNCIL OF
 KING'S LYNN & WEST NORFOLK
 RECEIVED
 22 SEP 2015
 JENNY HAMILTON
 POSTAL ADMINISTRATION

Alan Copenman

Rsp by letter

24/9/15



20/09/2015

PLATE LICENCE NO. 49 HV
DRIVERS LICENCE NO. CD 0256
EMAIL ADDRESS.....
PHONE NUMBER. 01553 772616

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

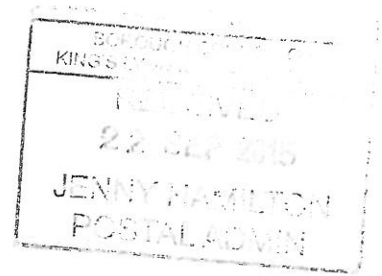
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4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying too much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surely these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as



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Hackney Carriage Saloon grant increase by 5.53%

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Private Hire Vehicle renewal increase by 2.97%

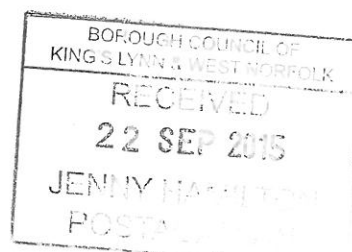
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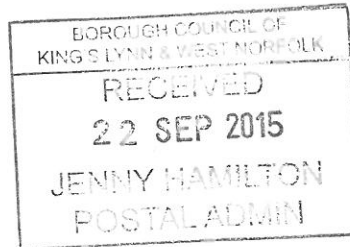
Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE c/o
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
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Grant	£ 117.50	£ 124.00			5.53
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PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
	Paper Part:	£ 2.50	£ 5.50		120.
	Card Part:	£ 2.50	£ 5.50		120.
Copy of Vehicle Licence:					
	Paper Part:	£ 2.50	£ 5.50		120.
	Window Sticker:	£ 2.50	£ 5.00		120.
Copy of Private Hire Operator's Licence:					
		£ 2.50	£ 5.50		120.
Knowledge Test:					
		£ 20.00	£ 36.00		80.00
Private Hire Door Sticker					
		£ 17.50	£ 19.00		8.57
DBS					
		£ 49.00	£ 55.00		12.24
Vehicle Transfer					
		£ 23.00	£ 27.50		19.57
Licence Plate					
		£ 13.00	£ 15.00		15.38
Change of Name/Address					
		£ 6.50	£ 10.50		61.54



Shaun Burrell

Resp by
letter 24/9/15.



20/09/2015

PLATE LICENCE NO.....HV 0054
DRIVERS LICENCE NO....CD 0258
EMAIL ADDRESS.....
PHONE NUMBER..... 01788715173

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

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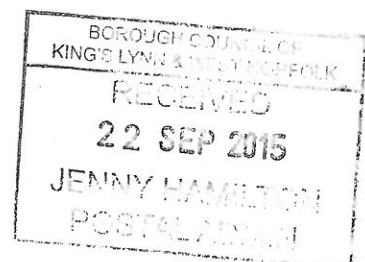
Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

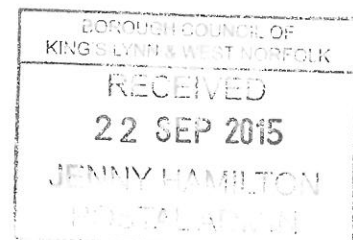
7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.

S. BURRELL

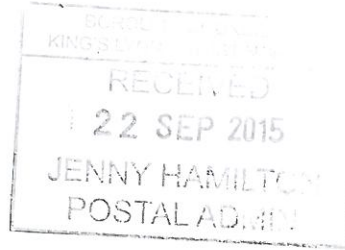


Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE c/o
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage Saloon					
Grant	£ 117.50	£ 124.00			5.53
Renewal	£ 104.00	£ 120.00			15.38
Hackney Carriage WAV					
Grant	£ 122.50	£ 133.00			8.57
Renewal	£ 109.00	£ 115.00			5.5
Private Hire Vehicle					
Grant	£ 115.00	£ 118.00			2.61
Renewal	£ 101.00	£ 104.00			2.97
Special Event Vehicle					
Grant	£ 120.00	£ 123.00			2.5
Renewal	£ 101.00	£ 104.00			2.97
PHO (1 Vehicle)					
Grant	£ 95.00	£ 97.00		£ 180.00	2.11
Renewal	£ 85.00	£ 87.00		£ 175.00	2.35
PHO (2-10 Vehicles)					
Grant	£ 120.00	£ 123.00		£ 265.00	2.5
Renewal	£ 110.00	£ 113.00		£ 260.00	2.72
PHO (11 - 20 Vehicles)					
Grant	£ 135.00	£ 138.00		£ 405.00	2.22
Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			80.00
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54



Ian Calton
resp by letter
24/9/15.



20/09/2015

PLATE LICENCE NO.....HV 22
DRIVERS LICENCE NO....CD 0259
EMAIL ADDRESS.....
PHONE NUMBER...07771690016

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustified extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying to much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surly these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

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Private Hire Vehicle renewal increase by 2.97%

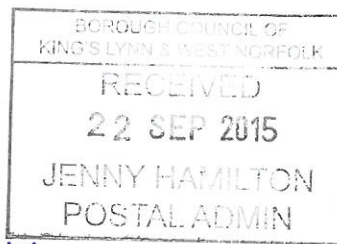
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Denas Bialovas



20/09/2015

PLATE LICENCE NO. 19...HV
DRIVERS LICENCE NO. CD 0121
EMAIL ADDRESS denasb@gmail.com.
PHONE NUMBER 07718607364

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

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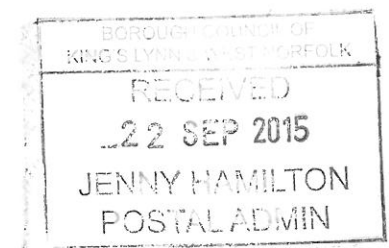
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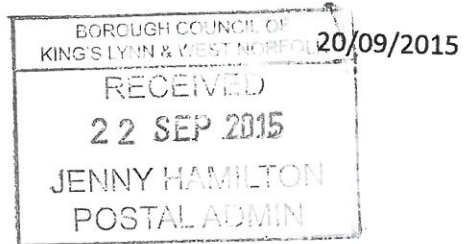
Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE %
Combined Driver					0/0
Grant					
Renewal	£ 62.00	£ 74.00	£ 125.00		19.35
Hackney Carriage Saloon	£ 54.50	£ 67.00	£ 118.00		22.94
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Renewal	£ 117.50	£ 124.00			5.53
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Grant					
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Grant					
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Window Sticker:	£ 2.50	£ 5.00			120.
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Knowledge Test:	£ 20.00	£ 36.00			120.
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54

RECEIVED
22 SEP 2015
JENNY HAMILTON
POSTAL ADMIN

Jeremy Lomas

PLATE LICENCE NO.....HV 73
DRIVERS LICENCE NO....CD 355
EMAIL ADDRESS..... jez147@yahoo.co.uk
PHONE NUMBER..... 07944944941



Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

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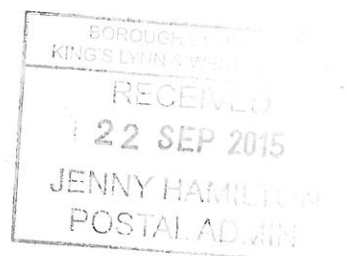
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Private Hire Vehicle renewal increase by 2.97%

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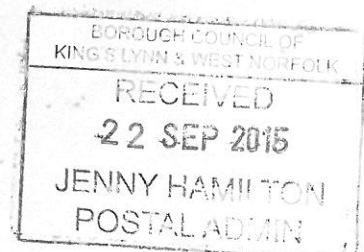
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Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE 0/0
Combined Driver					
Grant					
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Hackney Carriage Saloon	£ 54.50	£ 67.00	£ 118.00		22.94
Grant					
Renewal	£ 117.50	£ 124.00			5.53
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Robertas Vadapalas

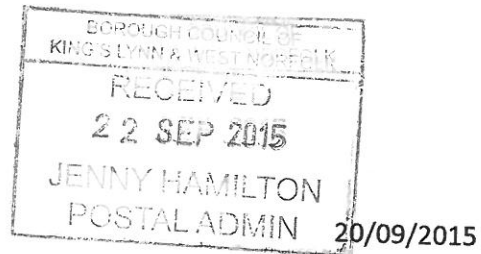


PLATE LICENCE NO...~~37~~..HV
DRIVERS LICENCE NO....CD0028
EMAIL ADDRESS...~~R.O.O.~~ VADAPALAS@gmail.com
PHONE NUMBER...~~04954203498~~

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

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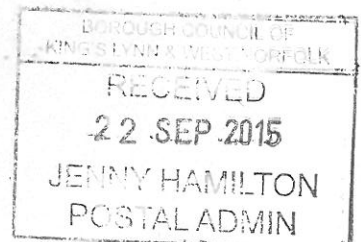
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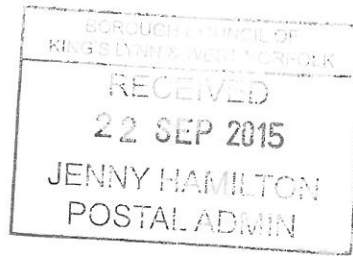
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Grant					
Renewal	£ 120.00	£ 123.00			2.5
PHO (1 Vehicle)	£ 101.00	£ 104.00			2.97
Grant					
Renewal	£ 95.00	£ 97.00		£ 180.00	2.11
PHO (2-10 Vehicles)	£ 85.00	£ 87.00		£ 175.00	2.35
Grant					
Renewal	£ 120.00	£ 123.00		£ 265.00	2.5
PHO (11 - 20 Vehicles)	£ 110.00	£ 113.00		£ 260.00	2.72
Grant					
Renewal	£ 135.00	£ 138.00		£ 405.00	2.22
PHO (20+ Vehicles)	£ 128.00	£ 131.00		£ 400.00	2.34
Grant					
Renewal	£ 155.00	£ 159.00		£ 777.00	2.58
Misc	£ 148.00	£ 152.00		£ 772.00	2.7
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			120.
Private Hire Door Sticker	£ 17.50	£ 19.00			90.00
DBS	£ 49.00	£ 55.00			8.57
Vehicle Transfer	£ 23.00	£ 27.50			12.24
Licence Plate	£ 13.00	£ 15.00			19.57
Change of Name/Address	£ 6.50	£ 10.50			15.38
					61.54





20/09/2015

PLATE LICENCE NO.....98
DRIVERS LICENCE NO....CD0147
EMAIL ADDRESS.....dennis.oglesby@Sky.com
PHONE NUMBER.....07717847060

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustified extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying too much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surely these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

Hackney Carriage WAV renewal increase by 5.5%

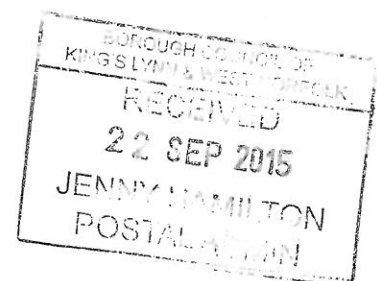
Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

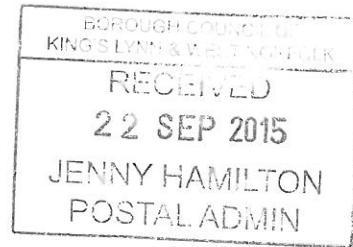
7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.

for Mrs N Oglesby



Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE %/0
Combined Driver					0/0
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage Saloon					
Grant	£ 117.50	£ 124.00			5.53
Renewal	£ 104.00	£ 120.00			15.38
Hackney Carriage WAV					
Grant	£ 122.50	£ 133.00			8.57
Renewal	£ 109.00	£ 115.00			5.5
Private Hire Vehicle					
Grant	£ 115.00	£ 118.00			2.61
Renewal	£ 101.00	£ 104.00			2.97
Special Event Vehicle					
Grant	£ 120.00	£ 123.00			2.5
Renewal	£ 101.00	£ 104.00			2.97
PHO (1 Vehicle)					
Grant	£ 95.00	£ 97.00		£ 180.00	2.11
Renewal	£ 85.00	£ 87.00		£ 175.00	2.35
PHO (2-10 Vehicles)					
Grant	£ 120.00	£ 123.00		£ 265.00	2.5
Renewal	£ 110.00	£ 113.00		£ 260.00	2.72
PHO (11 - 20 Vehicles)					
Grant	£ 135.00	£ 138.00		£ 405.00	2.22
Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			80.00
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54



20/09/2015

Mr D Oglesby

PLATE LICENCE NO.....45
DRIVERS LICENCE NO....CD098
EMAIL ADDRESS.....dennis.oglesby@Sky.com
PHONE NUMBER.....07717847060

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustifed extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying to much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surly these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

Hackney Carriage WAV renewal increase by 5.5%

Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

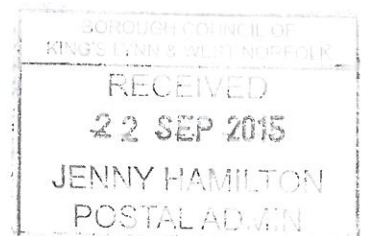
6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

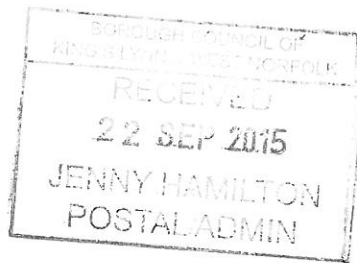
7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.



Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE C/O
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		14.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage Saloon					
Grant	£ 117.50	£ 124.00			5.53
Renewal	£ 104.00	£ 120.00			15.38
Hackney Carriage WAV					
Grant	£ 122.50	£ 133.00			8.57
Renewal	£ 109.00	£ 115.00			5.5
Private Hire Vehicle					
Grant	£ 115.00	£ 118.00			2.61
Renewal	£ 101.00	£ 104.00			2.97
Special Event Vehicle					
Grant	£ 120.00	£ 123.00			2.5
Renewal	£ 101.00	£ 104.00			2.97
PHO (1 Vehicle)					
Grant	£ 95.00	£ 97.00		£ 180.00	2.11
Renewal	£ 85.00	£ 87.00		£ 175.00	2.35
PHO (2-10 Vehicles)					
Grant	£ 120.00	£ 123.00		£ 265.00	2.5
Renewal	£ 110.00	£ 113.00		£ 260.00	2.72
PHO (11 - 20 Vehicles)					
Grant	£ 135.00	£ 138.00		£ 405.00	2.22
Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			80.00
Private Hire Door Sticker:	£ 17.50	£ 19.00			8.57
DBS:	£ 49.00	£ 55.00			12.24
Vehicle Transfer:	£ 23.00	£ 27.50			19.57
Licence Plate:	£ 13.00	£ 15.00			15.38
Change of Name/Address:	£ 6.50	£ 10.50			61.54





20/09/2015

PLATE LICENCE NO.....69
DRIVERS LICENCE NO....CD0144
EMAIL ADDRESS.....derrickholmes212@btinternet.com
PHONE NUMBER.....01553 400911 / 07810488098

Mr D Holmes

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustified extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying too much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surly these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as

follows

Hackney Carriage Saloon grant increase by 5.53%

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Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

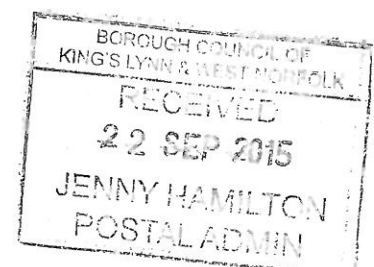
Hackney Carriage WAV renewal increase by 5.5%

Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.



Mark Anthony Hanks

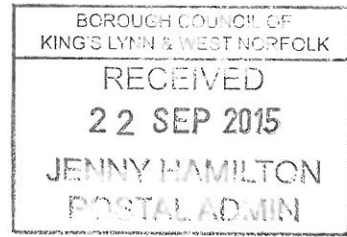


PLATE LICENCE NO...29.HV
DRIVERS LICENCE NO....CD 0324
EMAIL ADDRESS..... MAHANKS75@AOL.COM
PHONE NUMBER..... 07784385845

20/09/2015

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

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- Hackney Carriage Saloon grant increase by 5.53%
- Hackney Carriage WAV grant increase by 8.57%
- Private Hire Vehicle grant increase by 2.61%
- Hackney Carriage Saloon renewal increase by 15.38%
- Hackney Carriage WAV renewal increase by 5.5%
- Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

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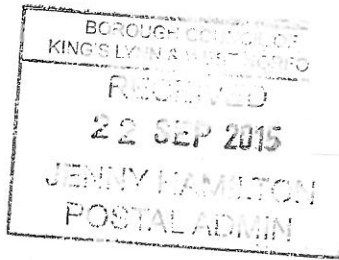
7..PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.



Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE %
Combined Driver					
Grant					
Renewal	£ 62.00	£ 74.00	£ 125.00		19.35
Hackney Carriage Saloon					
Grant					
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage WAV					
Grant					
Renewal	£ 117.50	£ 124.00			5.53
Private Hire Vehicle					
Grant					
Renewal	£ 104.00	£ 120.00			15.38
Special Event Vehicle					
Grant					
Renewal	£ 122.50	£ 133.00			8.57
PHO (1 Vehicle)					
Grant					
Renewal	£ 109.00	£ 115.00			5.5
PHO (2-10 Vehicles)					
Grant					
Renewal	£ 115.00	£ 118.00			2.61
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Grant					
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PHO (20+ Vehicles)					
Grant					
Renewal	£ 120.00	£ 123.00		£ 180.00	2.5
Misc					
Renewal	£ 101.00	£ 104.00		£ 175.00	2.97
PHO (1 Vehicle)					
Grant					
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PHO (2-10 Vehicles)					
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Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
Misc					
Grant					
Renewal	£ 155.00	£ 159.00		£ 777.00	2.58
Misc					
Grant					
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Copy of Combined Driver Licence:					
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Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:					
Knowledge Test:	£ 2.50	£ 5.50			120.
Private Hire Door Sticker					
DBS	£ 20.00	£ 36.00			80.00
Vehicle Transfer	£ 17.50	£ 19.00			8.57
Licence Plate	£ 49.00	£ 55.00			12.24
Change of Name/Address	£ 23.00	£ 27.50			19.57
	£ 13.00	£ 15.00			15.38
	£ 6.50	£ 10.50			61.54

BOROUGH COUNCIL OF
KING'S LYNN & WEST NORFOLK
RECEIVED
22 SEP 2018
JENNY HAMILTON
POSTAL ADMIN



20/09/2015

PLATE LICENCE NO.....¹⁵HV
DRIVERS LICENCE NO....CD 02 68
EMAIL ADDRESS.....KRISTAPS 2611@GMAIL.COM
PHONE NUMBER.....07814919590

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

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follows

Hackney Carriage Saloon grant increase by 5.53%

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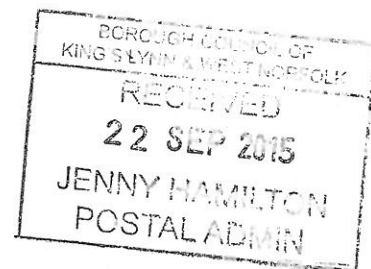
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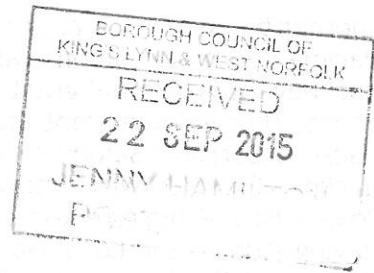
KRISTA



Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE c/o
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
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Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
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Paper Part:	£ 2.50	£ 5.50			120.
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Change of Name/Address	£ 6.50	£ 10.50			61.54

BOROUGH COUNCIL OF
SISLYNN & WEST NORFOLK
RECEIVED
22 SEP 2015
JENNY HAMILTON
POSTAL ADMIN



20/09/2015
PLATE LICENCE NO.....HV
DRIVERS LICENCE NO....CD0065
EMAIL ADDRESS..... daniel_west6@hotmail.co.uk
PHONE NUMBER..... 07525119692

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

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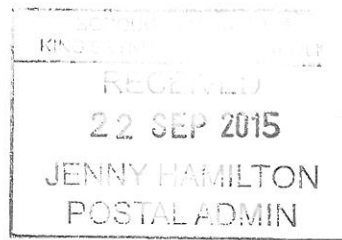
We would be happy to meet up to discuss further with BCKLWN if required.

Yours faithfully

Daniel Westwood



PLATE LICENCE NO.....HV0040
DRIVERS LICENCE NO....CD0284
EMAIL ADDRESS.....jztaxi@gmail.com
PHONE NUMBER.....07900 100396



20/09/2015

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General Points..

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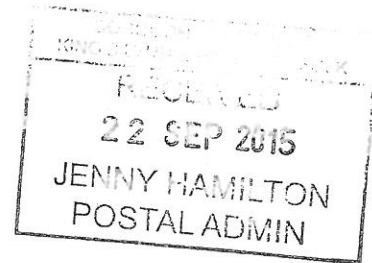
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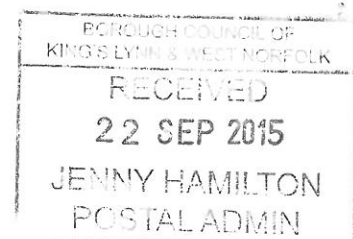
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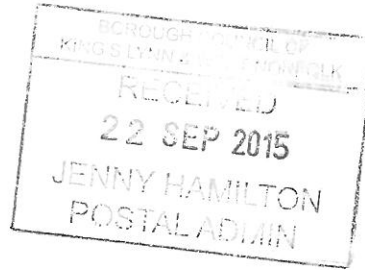
Jason Smith

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Change of Name/Address	£ 6.50	£ 10.50			61.54



Suzy Smith.



20/09/2015

PLATE LICENCE NO.....HV 00 40

DRIVERS LICENCE NO....CD

EMAIL ADDRESS.....tbeautybogbysuzysmith@gmail.com

PHONE NUMBER.....

Dear Mr Gilbraith

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General Points..

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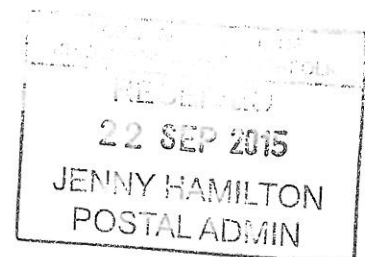
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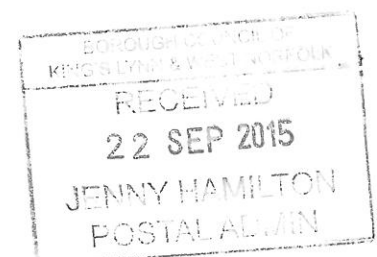
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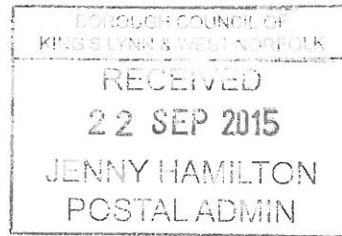
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20/09/2015

PLATE LICENCE NO.....HV 7
DRIVERS LICENCE NO....CD0263
EMAIL ADDRESS.....gary@greenacre3085.fsnet.co.uk
PHONE NUMBER.....07909698050

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
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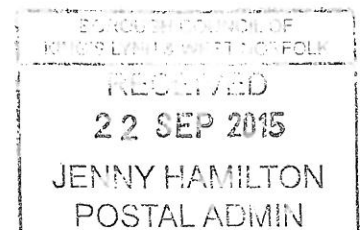
Hackney Carriage WAV renewal increase by 5.5%

Private Hire Vehicle renewal increase by 2.97%

Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6.. MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surely way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

7.. PLATES and DOOR STICKERS.. I would question the proposed increase on these items doubting that the cost to yourselves has been increased by 15.38% and 8.57% respectively therefore unless this is the case then you are seeking to increase these items to make a profit which I am sure is illegal and also question whether these items also are being charged to us at present for more than they cost you, therefore I object to your proposals on these grounds.

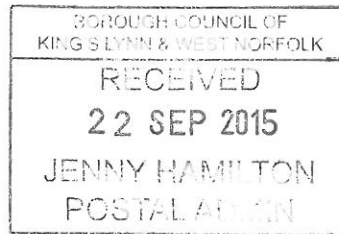


Hackney Carriage & Private Hire Licence Costs

	Current Fee	New 1 Year Fee	New 3 Year Fee	New 5 Year Fee	INCREASE c/o
Combined Driver					
Grant	£ 62.00	£ 74.00	£ 125.00		19.35
Renewal	£ 54.50	£ 67.00	£ 118.00		22.94
Hackney Carriage Saloon					
Grant	£ 117.50	£ 124.00			5.53
Renewal	£ 104.00	£ 120.00			15.38
Hackney Carriage WAV					
Grant	£ 122.50	£ 133.00			8.57
Renewal	£ 109.00	£ 115.00			5.5
Private Hire Vehicle					
Grant	£ 115.00	£ 118.00			2.61
Renewal	£ 101.00	£ 104.00			2.97
Special Event Vehicle					
Grant	£ 120.00	£ 123.00			2.5
Renewal	£ 101.00	£ 104.00			2.97
PHO (1 Vehicle)					
Grant	£ 95.00	£ 97.00		£ 180.00	2.11
Renewal	£ 85.00	£ 87.00		£ 175.00	2.35
PHO (2-10 Vehicles)					
Grant	£ 120.00	£ 123.00		£ 265.00	2.5
Renewal	£ 110.00	£ 113.00		£ 260.00	2.72
PHO (11 - 20 Vehicles)					
Grant	£ 135.00	£ 138.00		£ 405.00	2.22
Renewal	£ 128.00	£ 131.00		£ 400.00	2.34
PHO (20+ Vehicles)					
Grant	£ 155.00	£ 159.00		£ 777.00	2.58
Renewal	£ 148.00	£ 152.00		£ 772.00	2.7
Misc					
Copy of Combined Driver Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Card Part:	£ 2.50	£ 5.50			120.
Copy of Vehicle Licence:					
Paper Part:	£ 2.50	£ 5.50			120.
Window Sticker:	£ 2.50	£ 5.00			120.
Copy of Private Hire Operator's Licence:	£ 2.50	£ 5.50			120.
Knowledge Test:	£ 20.00	£ 36.00			80.00
Private Hire Door Sticker	£ 17.50	£ 19.00			8.57
DBS	£ 49.00	£ 55.00			12.24
Vehicle Transfer	£ 23.00	£ 27.50			19.57
Licence Plate	£ 13.00	£ 15.00			15.38
Change of Name/Address	£ 6.50	£ 10.50			61.54

BOROUGH COUNCIL OF
KING'S LYNN & WEST NORWICH
RECEIVED
22 SEP 2015
JENNY HAMILTON
POSTAL ADMIN

Mr James Roberts



20/09/2015

PLATE LICENCE NO.....HV10
DRIVERS LICENCE NO....CD0279
EMAIL ADDRESS.....jamesvr46@hotmail.co.uk
PHONE NUMBER.....07789308536

Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

1..GENERAL POINT.. Hackney Carriage metered fares have also had no increase since 2012 so for drivers and operators I think an increase is unfair as it will put extra financial burden on the already depressed financial situation we face in the trade in King's Lynn and west Norfolk as we are unable to pass this increase on as we are restricted to charging the prices set by yourselves at the BCKLWN, therefore I object to your proposals on these grounds.

2..GENERAL POINT..Having studied your proposals and worked out the increases as a percentage rate, these figures seem to have been just plucked out of thin air and there seems to be no rhyme or reason or general percentage rate consistency in the figures you propose to increase our fees by, therefore I object to your proposals on these grounds.

3..The percentage rate that you propose to increase the fees by as a whole ranges between 2.5% and a whopping unjustified extortionate 120% (see attached working sheet) these sort of increases just cannot be justified especially as I mentioned above we have had no meter increase for three years and are unlikely to get anything near your lowest increase figure of 2.5% any time soon, so for you to propose such a high percentage increase as high as 120% is just totally unfounded extortionate and unacceptable, therefore I object to your proposals on these grounds,

4.. DRIVERS LICENCES.. having studied the local government (miscellaneous provisions) Act 1976 it quite clearly states that you should only charge a reasonable fee with a view to recovering costs of issue and administration therefore the issuing of a 3 year licence would cost you no more than that of issuing a 1 year licence so therefore a licence should be charged at the same price with no increase for a longer period, I also question as to why if this charge is as stated to cover the cost of issue and administration only, why is it as high as it is presently and if we are indeed being charged excessively for this at present and have been paying too much in the past, therefore I object to your proposals on these grounds.

5..VEHICLE LICENCES..Differences between the cost of the three Vehicle categories for issue of a Vehicle licence, Hackney Carriage Saloon, Hackney Carriage WAV and Private Hire Vehicle, surly these 3 category's cost you no more to issue and administer therefore should all be charged out at the same cost, as for the proposed increase I find it hard to see how it can be justified to increase one category by an extortionate 15.38% and another by only 2.97% as per your increase proposals as follows

Hackney Carriage Saloon grant increase by 5.53%

Hackney Carriage WAV grant increase by 8.57%

Private Hire Vehicle grant increase by 2.61%

Hackney Carriage Saloon renewal increase by 15.38%

Hackney Carriage WAV renewal increase by 5.5%

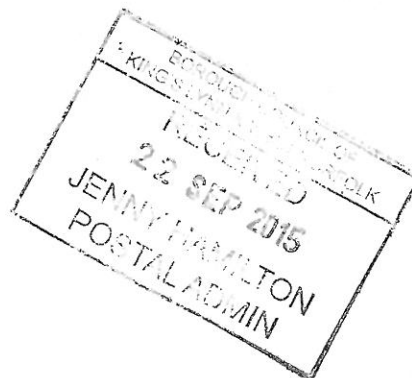
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Having studied the Local Government (miscellaneous provisions) Act 1976 it quite clearly states that the fees chargeable under this section in respect of a vehicle licence should not be more than £25 per Annum the same for each of the three categories, therefore I also question why we are being charged more than this at present and why have we been being over charged for these licences in the past, therefore I object to your proposals on these grounds.

6..MISC ITEM INCREASES.. I again fail to see how again an extortionate percentage increase of up to 120% can be proposed for basically supplying a copy of a lost or destroyed paperwork document as this is surly way below the costs that we are being charged at present as this is only an administration cost after all and therefore should have no increase at all, in fact I think it should be decreased rather than increased, therefore I object to your proposals on these grounds.

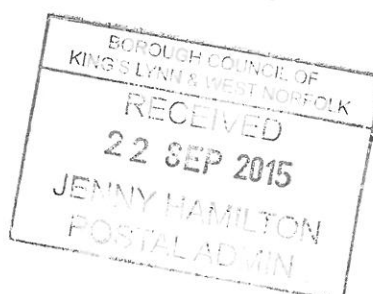
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Yours Sincerely
Mr James Roberts



Hackney Carriage & Private Hire Licence Costs

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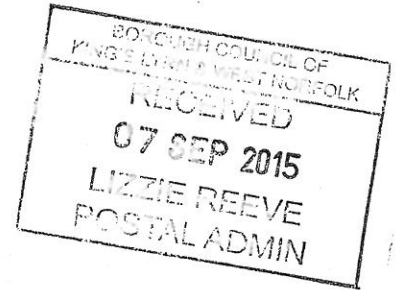


Paul Hewer

Mr John Gilbraith
Licensing Manager
Environmental Health- Licensing
Kings Lynn & West Norfolk Borough Council
Kings Court
Chapel Street
Kings Lynn PE30 1EX

2nd September 2015

Cc Tony White



Dear Mr Gilbraith,

I write in reference to the proposed increases in fees with regard to Hackney Carriage and Private Hire Licensing.

I am concerned by the increase shown with regard to the Combined Driver badge and the charge set out for the new three year fee. Bearing in mind that the council can only charge the cost of this function , and not make a profit.

An 18% increase in the annual fee would on the surface appear to be exceptional. As is the rise for the renewal of a Hackney Carriage WAV. I would therefore wish to make a freedom of information request as to how these costings are achieved.

I await your reply with interest and reserve the right to place the matter before the Obudsman should I feel this to be required.

Yours sincerely

Paul Hewer

Your ref:
Our ref:
Please ask for: Marie Malt
Direct dial: (01553) 616496
E-mail: marie.malt@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



Geoff Hall
Executive Director

Environment and Planning

Mr P Hewer

15th September 2015

Dear Mr Hewer,

Re: Licensing Fees

Thank you for your letter of the 2nd September 2015 regarding taxi licensing fees which was received on the 7th September 2015.

Throughout 2013 and 2014 a detailed process mapping exercise was conducted to establish how long each taxi licensing process takes. It is from these processes that the appropriate fee has been calculated.

I attach for your information an overview of how the fees for both a combined driver's licence and hackney carriage wheelchair accessible vehicle were calculated. I hope you find these useful.

If you would like to discuss this further then please contact Mrs Marie Malt on the above number. Ordinarily, I would invite you to contact me but unfortunately I am going to be away after today for a while recuperating.

Yours sincerely

J Gilbraith
Licensing Manager
Environmental Health - Licensing

Encls

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200; fax: (01553) 691663
DX 57825 KING'S LYNN

Steve's



Taxi Service

01485 540019

07983 556306

info@stevestaxiservice.co.uk

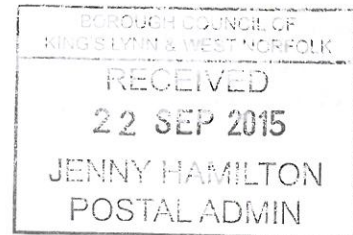
For all your accessible transport needs

www.stevestaxiservice.co.uk

Meeting 25/9/15

Your ref: HC & PH
Our ref: RI2015

Mr John Gilbraith
Licensing Manager, Environmental Health - Licensing
Borough of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk PE30 1EX



18th September 2015

Dear Mr Gilbraith

Review of Hackney Carriage & Private Hire Licensing Fees

Further to your letter of 20th August 2015 announcing proposed changes to the above licensing fees, we welcome the legislative changes outlined that introduce efficiencies and flexibility for the HC & PH industry.

We also acknowledge that there should be some increment to the HC & PH Licence costs given that the last review was in 2011. We do however feel that some of the increases are excessive given that there has been a very low UK inflation rate since 2011 (2.8% in 2012, 2.5% in 2013, 1.5% in 2014 and currently running at 0% in August 2015). In some cases you are proposing raising fees by over 100%, and we would therefore like to receive further justification on some specific items.

Firstly, the **Knowledge Test** has a proposed increase of 80% (from £20 to £36) - what additional costs are BCKLWN incurring to justify such a high increment?

Similarly, in an age of online data entry and storage, how can the processing cost of a change in name and address rise by 69% (from £6.50 to £10.50)?

If you could clarify these 2 excessive increases in particular and perhaps revise the proposed fees to a more reasonable level in line with the inflation rate we, and the industry as a whole, would be very grateful.

PTO.

We would be happy to meet up to discuss further with BCKLWN if required.

Yours faithfully

Steven O'Donnell
Managing Director
Steve's Taxi Service Limited

Steve's



Taxi Service

01485 540019

07983 556306

info@stevestaxiservice.co.uk

For all your accessible transport needs

www.stevestaxiservice.co.uk

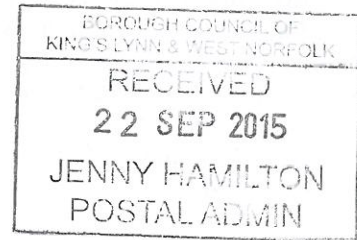
20/09/2015

PLATE LICENCE NO.....HV099

DRIVERS LICENCE NO....CD0108

EMAIL ADDRESS..... steve@stevestaxiservice.co.uk

PHONE NUMBER..... 01485540019



Dear Mr Gilbraith

Objections to the Review of Hackney Carriage & Private Hire Licencing Fees as follows
General Points..

As you correctly state no review has been made to these fees since 2011, I object to a general increase across the board on every increase you propose on these grounds as follows.

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We would be happy to meet up to discuss further with BCKLWN if required.

Yours faithfully

Stev
Managing Director
Steve's Taxi Service Limited



Marie Malt

From: Marie Malt
Sent: 24 September 2015 11:10
To: Marie Malt
Cc: EH and H Licensing
Subject: FW: Response
Attachments: Fee Response.pdf; Explanation of how Misc Fees Calculated.docx; Explanation of how HC Saloon Fees Calculated.docx; Explanation of how CD Fees Calculated.docx; Explanation of how Private Hire Vehicle Fees Calculated.docx; Explanation of how WAV Fees Calculated.docx

Dear Sir/Madam,

Please find a response to your letter regarding fee increases, from Environmental Health Manager Vicki Hopps, in the attached documents.

Regards, Marie

Marie Malt
Senior Licensing Enforcement Officer
Borough Council of King's Lynn & West Norfolk
Marie.malt@west-norfolk.gov.uk
Tel: 01553 616496

From: Vicki Hopps
Sent: 24 September 2015 09:56
To: Marie Malt
Subject: Response

Vicki Hopps
Environmental Health Manager (Commercial)
Borough Council of King's Lynn and West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX

Telephone: 01553 616307

Copy, sent 24/9/15.

Your ref:
Our ref:
Please ask for: Vicki Hopps
Direct dial: (01553) 616307
Direct fax: (01553) 775142
E-mail: vicki.hopps@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



Geoffrey Hall
Executive Director, Environment and Planning

Environmental Health – Licensing

Dear

Review of Hackney Carriage and Private Hire Licensing Fees

Thank you for your letter in relation to the above, your comments are noted and I will answer your points in the order that you have set them out.

1. The fees are calculated on a cost recovery basis this is why there are different percentage increase amounts for each fee.
2. In terms of the meter rate, you should have now received a letter which has been sent to all the Hackney Carriage trade requesting comments in relation to a fare increase. Once again your comments would be most welcome.
3. I have attached a breakdown of how the figures were calculated for a combined drivers licence. As you will see from this with a three year licence there is on-going administration costs of £51.00 which would not be incurred on a one year licence which is why the three year licence is more.
4. With regards to the vehicle licences I have attached the calculations for Wheelchair Accessible Hackney Carriages, Saloon Vehicles and Private Hire Vehicles. The WAV vehicles have additional costs to the other vehicles which include, rank inspections, compliance tests and hackney carriage fares. Clearly private hire vehicles would not be subject to these charges.
5. You are correct in identifying that the Local Government (Miscellaneous Provisions) Act 1976 states that fees of £25 should not be charged, however it goes on to state that fees above this amount are allowed provided that the fee is advertised. I have attached a copy of the advert relating to this.
6. I have included a breakdown of the fees in relation to replacement licences. Although you suggest it is 'only' an administrative cost what you are being charged is actually less than the full costs.
7. Plates and door stickers, the fees for this include officer time and the cost of the plate / sticker, please see attached.

I trust that answers your queries, however please do not hesitate to contact me if you have further comments.

Yours sincerely,

Vicki Hopps
Environmental Health Manager (Commercial)

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200; fax: (01553) 691663
Minicom: (01553) 616705; DX 57825 KING'S LYNN

Copy of Paperwork / Licence

<u>Function</u>	Cost
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence.</p>	£11.20
	£11.20

Plates

<u>Function</u>	Cost
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the plate.</p>	£8.34
<p><u>Material Costs</u></p> <p>Cost of plate from supplier, printer and ink.</p>	£6.73
	£15.07

Door Sticker

<u>Function</u>	Cost
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to the production of the sign.</p>	£5.58
<p><u>Material Costs</u></p> <p>Cost of sticker from supplier</p>	£14.40
	£19.98

Hackney Carriage Saloon – Fee Calculations

<u>Function</u>	<u>Cost</u>
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately.</p>	£42.00
<p><u>On-Going Administration</u></p> <p>Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, dealing with complaints and reports to Licensing & Appeals Board. Also includes the processing of accident notification forms and sending reminder letters for insurance documents and 6-monthly compliance test.</p>	£44.00
<p><u>Training & Meetings</u></p> <p>A contribution to the time spent by staff attending taxi related training and meetings.</p>	£2.00
<p><u>Hackney Carriage Ranks</u></p> <p>Includes a contribution to the time spent by staff on the administration and inspection of hackney carriage ranks.</p>	£6.00
<p><u>Compliance</u></p> <p>A contribution to the time spent by staff on routine inspection of vehicles.</p>	£16.00
<p><u>Enquiries</u></p> <p>A contribution to the time spent by staff dealing with routine enquires</p>	£10.00
<p><u>Hackney Carriage Fares</u></p> <p>A contribution to the time spent by staff researching, setting, consulting and publishing hackney carriage fares.</p>	£4.00
Total for New Hackney Carriage:	£124.00
<p><u>Renewal</u></p> <p>The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same.</p>	
Total for Renewal of a Hackney Carriage:	£120.00

Combined Driver – Fee Calculation

<u>Function</u>	Cost
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>Also includes a contribution to the cost of time spent by staff making follow up enquiries in connection with driver applications.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence.</p>	£65.00
<p><u>On-Going Administration</u></p> <p>The only on-going costs added to a three-year licence is for issuing reminders for when medicals and DBS are required, including on-line DBS checks and DVLA enquiries.</p>	£51.00
<p><u>Training & Meetings</u></p> <p>A contribution to the time spent by staff attending taxi related training and meetings.</p>	£0.00
<p><u>Hearings Before Panel of Licensing & Appeals Board</u></p> <p>A contribution of the cost of putting a new applicant before a Panel of the Licensing & Appeals Board. Time spent by staff writing report and attending the hearing.</p>	£9.00
<p><u>Compliance</u></p> <p>No costs have been added to an application for a driver's licence for time spent on compliance or for dealing with complaints.</p>	£0.00
<p><u>Enquiries</u></p> <p>No costs have been added to the application fee for time spent by staff dealing with routine enquires</p>	£0.00
Total for new 3-year Driver's Licence:	£125.00
Total new 1-year Driver's Licence:	£74.00
<p><u>Renewal</u></p> <p>The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same.</p>	
Total for renewal of 3-year Driver's Licence:	£118.00
Total for renewal of 1-year Driver's Licence:	£67.00

Private Hire Vehicle – Fee Calculations

<u>Function</u>	<u>Cost</u>
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately.</p>	£45.00
<p><u>On-Going Administration</u></p> <p>Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, dealing with complaints and reports to Licensing & Appeals Board. Also includes the processing of accident notification forms, sending reminder letters for insurance documents and 6-monthly compliance test and change of private hire operator</p>	£45.00
<p><u>Training & Meetings</u></p> <p>A contribution to the time spent by staff attending taxi related training and meetings.</p>	£2.00
<p><u>Compliance</u></p> <p>A contribution to the time spent by staff on routine inspection of vehicles.</p>	£16.00
<p><u>Enquiries</u></p> <p>A contribution to the time spent by staff dealing with routine enquires</p>	£10.00
Total for New Private Hire Vehicle:	£118.00
<p><u>Renewal</u></p> <p>The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same.</p>	
Total for Renewal of a Private Hire Vehicle:	£104.00

Wheelchair Accessible Hackney Carriage – Fee Calculations

<u>Function</u>	<u>Cost</u>
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately.</p>	£42.00
<p><u>On-Going Administration</u></p> <p>Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, dealing with complaints and reports to Licensing & Appeals Board. Also includes the processing of accident notification forms and sending reminder letters for insurance documents and 6-monthly compliance test.</p>	£44.00
<p><u>Training & Meetings</u></p> <p>A contribution to the time spent by staff attending taxi related training and meetings.</p>	£2.00
<p><u>Hackney Carriage Ranks</u></p> <p>Includes a contribution to the time spent by staff on the administration and inspection of hackney carriage ranks.</p>	£6.00
<p><u>Compliance</u></p> <p>A contribution to the time spent by staff on routine inspection of WAVs and wheelchair test for new vehicles.</p>	£25.00
<p><u>Enquiries</u></p> <p>A contribution to the time spent by staff dealing with routine enquires</p>	£10.00
<p><u>Hackney Carriage Fares</u></p> <p>A contribution to the time spent by staff researching, setting, consulting and publishing hackney carriage fares.</p>	£4.00
Total for New Hackney Carriage WAV:	£133.00
<p><u>Renewal</u></p> <p>The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same and that a WAV test is not required.</p>	
Total for Renewal of a Hackney Carriage WAV:	£115.00

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PUBLIC NOTICES

PUBLIC NOTICES

NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER THE GAMBLING ACT 2005

Notice is hereby given that Casino Gaming Limited of Seaback House, 1a Seaback Place, Knowhill, Milton Keynes, MK5 8R, is applying for a Family Entertainment Centre Premises Licence under Section 139 of the Gambling Act 2005. The application relates to Thomas's Showboat, 1822 Norfolk PE36 5A. The premises are in the Borough of King's Lynn & West Norfolk Licensing Department, King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX. Information about the licensing authority, including the arrangements for viewing the details of the application. Any of the following persons may make representations in writing to the licensing authority about the application: A person who has sufficient cause to be prejudicially affected by the proposed licence; A person who represents someone in any of the above two categories. Any representations must be made by the following date 15th September 2015. It is an offence under section 347 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose which is false or misleading information.

64 Frat Lane Nottingham, NG1 6ED

Looking for that little bargain?



Section 70

Local Government

(Miscellaneous Provisions) Act 1976

The Borough Council of King's Lynn & West Norfolk hereby give notice of the intention to vary hackney carriage proprietors, private hire vehicle and private hire operator licence fees as follows:

Licence Type	One Year Licence		Five Year Licence	
	Grant	Renewal	Grant	Renewal
Hackney Carriage Vehicle	£124.00	£120.00	n/a	n/a
Wheelchair Accessible Hackney Carriage Vehicle	£133.00	£115.00	n/a	n/a
Private Hire Vehicle	£118.00	£104.00	n/a	n/a
Private Hire Vehicle (Special Event)	£123.00	£104.00	n/a	n/a
Private Hire Operator (1 vehicle)	£ 97.00	£ 87.00	£180.00	£175.00
Private Hire Operator (2-10 vehicles)	£123.00	£113.00	£265.00	£260.00
Private Hire Operator (11-20 vehicles)	£138.00	£131.00	£405.00	£400.00
Private Hire Operator (20+ vehicles)	£159.00	£152.00	£777.00	£772.00

Anyone wishing to object to this proposal should do so, in writing with reasons by the 22nd September 2015 to Environmental Health - Licensing, BCKLWN, King's Court, Chapel Street, King's Lynn, PE30 1EX

Applicant: Borough Council of King's Lynn & West Norfolk

Date: 25th August 2015

Goods vehicle Operators Licence

W. Harris trading as All Asphalt and Surfacing Ltd of 40 Old Church Road, Terrington St John, Wisbech, Cambridgeshire, PE14 7XA is applying for a licence to use Terrington Park, Old Church Road, Terrington St John, Wisbech, Cambridgeshire, PE14 7XA as an operating centre for 2 goods vehicles and 0 trailers. Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF stating their reasons, within 21 days of this notice. Representatives must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's office.

Need a plumber's services fast?



NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER THE GAMBLING ACT 2005

Notice is hereby given that Casino Gaming Limited of Seaback House, 1a Seaback Place, Knowhill, Milton Keynes, MK5 8R, is applying for a Family Entertainment Centre Premises Licence under Section 139 of the

INSOLVENCY ACT 1986

IN BANKRUPTCY

KINGS LYNN COUNTY COURT

NO 102 of 2008 RE: CARL JULIAN WHITBY

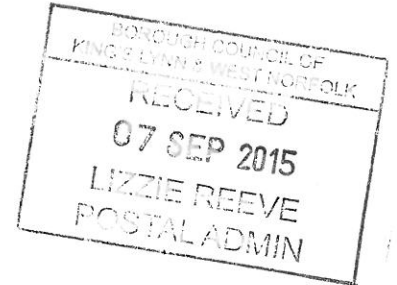
A Tax Order, who at the date of the bankruptcy order, 23 April 2008, resided at 35 Millway Friday Bridge, Wisbech,



Mr John Gilbraith
Licensing Manager
Environmental Health- Licensing
Kings Lynn & West Norfolk Borough Council
Kings Court
Chapel Street
Kings Lynn PE30 1EX

2nd September 2015

Cc Tony White



Dear Mr Gilbraith,

I write in reference to the proposed increases in fees with regard to Hackney Carriage and Private Hire Licensing.

I am concerned by the increase shown with regard to the Combined Driver badge and the charge set out for the new three year fee. Bearing in mind that the council can only charge the cost of this function , and not make a profit.

An 18% increase in the annual fee would on the surface appear to be exceptional. As is the rise for the renewal of a Hackney Carriage WAV. I would therefore wish to make a freedom of information request as to how these costings are achieved.

I await your reply with interest and reserve the right to place the matter before the Obudsman should I feel this to be required.

Yours sincerely

Paul Hewer

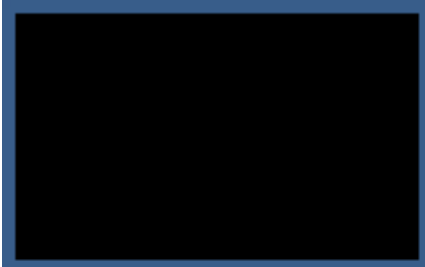
Your ref:
Our ref:
Please ask for: Marie Malt
Direct dial: (01553) 616496
E-mail: marie.malt@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



Geoff Hall
Executive Director

Environment and Planning



15th September 2015

Dear Mr Hewer,

Re: Licensing Fees

Thank you for your letter of the 2nd September 2015 regarding taxi licensing fees which was received on the 7th September 2015.

Throughout 2013 and 2014 a detailed process mapping exercise was conducted to establish how long each taxi licensing process takes. It is from these processes that the appropriate fee has been calculated.

I attach for your information an overview of how the fees for both a combined driver's licence and hackney carriage wheelchair accessible vehicle were calculated. I hope you find these useful.

If you would like to discuss this further then please contact Mrs Marie Malt on the above number. Ordinarily, I would invite you to contact me but unfortunately I am going to be away after today for a while recuperating.

Yours sincerely

J Gilbraith
Licensing Manager
Environmental Health - Licensing

Encls

Marie Malt

From: Marie Malt
Sent: 01 October 2015 16:13
To: 'Paul Hewer'
Cc: Vicki Hopps
Subject: RE: Licensing Fees

Dear Mr Hewer,

Thank you for your email.

Further to our telephone conversation today, Environmental Health Manager Vicki Hopps and I have been to see John Gilbraith and have talked through the figures.

I provided you with a verbal explanation of why the £25.50 per year charge is being made to the drivers licence, which I hope you understood. This consists of an annual convictions disclaimer and an annual DVA check and the administration, postage, computer inputting associated with those processes.

Regarding the other points raised I can provide the following:

'When looking at the difference between first application and renewals there would appear to be some discrepancy in that with the combined driver the £9 contribution of putting a new applicant before the Board is dropped, this should therefore give a renewal fee of £116 and not £118.'

The hearings element of £9.00 is for new driver applicants and the element for renewal applications is £2.00. This is because we have more hearings for new drivers than hearings in respect of renewal applications.

'With regard to WAHC fees, on renewal the £25 contribution for wheelchair test for new vehicles when taken out for renewals leaves £108 and not £115.'

There is a £7.00 fee added onto renewal WAV applications as WAV spot checks are carried out on WAV at HC Stands throughout the year, whereas a new WAV HC has a wheelchair test upon initial application. The WAV check being £20.00 and the routine inspection £5.00.

'It also makes no logic that the renewal of a Hackney carriage saloon is £120 and Hackney WAV is £115 as I fail to see what administrative function is different.'

You are absolutely right. The HC Saloon renewal fee should be £109.00 and not £120.00 as stated. The routine inspection cost is not £16.00. It should be £5.00.

Please do not hesitate to contact Vicki Hopps or I should you wish to discuss this further.

Regards, Marie

Marie Malt
Senior Licensing Enforcement Officer
Borough Council of King's Lynn & West Norfolk Marie.malt@west-norfolk.gov.uk
Tel: 01553 616496

-----Original Message-----

From: Paul Hewer [<mailto:paul.hewer@btinternet.com>]

Sent: 29 September 2015 10:45

To: Marie Malt

Subject: Licensing Fees

Dear Marie,

Following my letter to John with regard to Licensing fees, in his reply he stated he would be away recuperating for a while and that if I wished to discuss this further to contact yourself.

I have taken some time to evaluate the information sent with regard to the fee calculation for the Combined Driver and Wheelchair Accessible Hackney Carriage and I still have some concerns with regard to these increases.

The costs lumped together within the process application section of the breakdown cover such generalised areas as to make it difficult to conclude if the charges are excessive. It must be reasonable to make some assumptions however. Salary awards within the Council have been kept to one per cent, if one allows for employer contributions we can assume six per cent aggregate. In the case of 'combined Driver, this would mean that other costs have risen by some 10% over the period.

I am sure the council would meet a great deal of resistance to this level of increase within the council tax banding.

The charge for the On-Going Administration of £25.50 per year also seems high, does this assume all three checks will fall within this two year period, this clearly would not be the case, in my case for instance only a DBS check would be needed within the two year period, and in most cases it would be a maximum of two reminders or checks within a two year period.

When looking at the difference between first application and renewals there would appear to be some discrepancy in that with the combined driver the £9 contribution of putting a new applicant before the Board is dropped, this should therefore give a renewal fee of £116 and not £118.

With regard to WAHC fees, on renewal the £25 contribution for wheelchair test for new vehicles when taken out for renewals leaves £108 and not £115.

It also makes no logic that the renewal of a Hackney carriage saloon is £120 and Hackney WAV is £115 as I fail to see what administrative function is different.

It may well be I am missing something here and I hope you can put my mind at rest that these are fair and reasonable increases.

If you would like to discuss the issues I have raised I would be happy to meet with you, or if you would rather reply in writing that's also fine.

Kind regards
Paul Hewer
01366 385904

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/ Operational	Be entirely within Cabinet powers to decide	No	
		Need to be recommendations to Council	Yes	
		Is it a Key Decision	No	
Lead Member: Adrian Lawrence E-mail:		Other cabinet Members consulted: N/A		
		Other Members consulted: N/A		
Lead Officer: Gordon Jackson-Hopps E-mail: gordon.jackson-hopps@west-norfolk.gov.uk Direct Dial: 01553 616301		Other Officers consulted: Management Team, Internal Colleagues including Legal Services		
Financial Implications	Policy/Personnel Implications	Statutory Implications	Equality Impact Assessment	Risk Management Implications
YES	NO	NO	YES If YES: Pre-screening	NO

Date of meeting: 3 November 2015

RESIDENTIAL CARAVAN SITE LICENSING

Summary

There have been some legislative changes in the last 2 years in relation to the regulation of residential caravans and park homes. These include the ability of the Council to charge fees for site licensing and taking action in the case of poor standards on sites. Importantly the Council now also has to consider the proposed arrangements for the management and maintenance of sites in respect to new site licence applications, or transfer applications. In relation to park homes, there are also changes in respect of pitch fees, sales and site rules.

A report to Cabinet in June 2014 identified the issues and approved public consultation in relation to the changes and including proposed revised residential caravan site licence conditions.

This report brings forward the results of the consultation, the proposed amended residential caravan site licence conditions and a proposed fees policy.

Recommendations

1. Members note the report and endorse the approach to dealing with, and enforcement associated with residential caravan sites.
2. Members approve the amendments to the standard residential caravan site licence conditions.
3. Members approve the adoption of the proposed Fees Policy to commence on the 1st April 2016.
4. It is proposed that the Chief Executive, in consultation with the Portfolio Holder with responsibility for housing be given delegated authority to make minor amendments to the standard conditions to ensure it complies with legislative requirements, Government Guidance and caselaw.

Reason for Decisions

To ensure residential caravan site licence conditions are updated, appropriately enforced and to ensure that the licensing function is appropriately funded.

1.0 Background

- 1.1 Any person wishing to place one or more caravans on land for residential purposes requires planning permission to do so. Through the planning process, conditions can be imposed to control the use and occupation of the site. Once planning permission has been granted, the relevant person, i.e. the land owner, needs to apply for a residential caravan site licence. This forms a part of the regulatory framework for residential caravans.
- 1.2 There are however exemptions from licensing under the Caravan Sites and Control of Development Act 1960 (as amended) and they are;
- The use of land within the curtilage of a dwelling house if the use is incidental to the enjoyment of the dwelling (parking an unused caravan in the driveway would be exempt, having a separate household living there would not be)
 - A single caravan sited for not more than 28 days in any 12 months
 - Up to three caravans on a site of not less than 5 acres for a maximum 28 days in any 12 months
 - The use of land by an exempt organisation
 - The use of agricultural/forestry land to accommodate seasonal workers (so long as the units are not occupied all year round)
 - The use of land for travelling show-people
 - The use of land owned and/or occupied by the authority or county council (including gypsy and traveller sites)

Summary

- 1.3 The key changes set out in this report can summarised as follows:-
- The conditions relating to the provision of fire safety for rented caravans will be bolstered as those used for rental purposes present the highest risk.
 - A new requirement that all caravans used for rental purposes conform to British Standard BS3632. This requirement goes further than 'model' standards developed by government but is considered appropriate to ensure that caravans used for 'all year round' occupation are designed for such.
 - The Council will now take into consideration how appropriate the management and maintenance arrangements of a site are in determining a licence or a licence transfer application.
 - There will be a fee regime introduced to enable the cost incurred in the activities connected with licencing to be recovered.
- 1.4 The Council will approach the licencing of residential caravans in a transparent and consistent way, with available resources being utilised within a risk based framework. In respecting the renting of residential caravans as a legitimate business operation the Council will have a primary objective in relation to the health, safety and well-being of those occupying caravans.

2.0 Consultation

- 2.1 Consultation took place in 2014/15. This was aimed at statutory partners as well as caravan/site owners and occupiers including the Gypsy, Roma and Traveller (GRT) community.

- 2.2 Consultations took place through the Council's website, promotion via press releases and advising site owners and occupiers by letter and through meeting and drop in sessions.
- 2.3 We received comments from site owners, occupiers, statutory bodies and internal departments the outcomes of the consultation are detailed in Appendix A.

3.0 Site Licence Conditions

- 3.1 As it is the conditions within the licence that are created to protect the occupants, it is important that the conditions cover aspects of health, safety and welfare of the residents, as well as the amenity of the sites.
- 3.2 There is a huge variation in the quality and standard of site condition and therefore it is essential that there are appropriate and robust measures in place to deal appropriately and efficiently with residential caravan site standards across the Borough.
- 3.3 There are conditions attached to licences based on standards developed by Government. In addition further conditions are deemed appropriate to reflect local circumstances, such as those conditions relating to the rental of caravans for permanent residential use.
- 3.4 At present there are two forms of licence conditions adopted by the Council;
- Multi-occupancy site, with many pitches where the people living there are separate households e.g. park home sites,
 - Single occupancy site, normally with fewer pitches where people are related to each other e.g. Gypsy, Roma and Traveller (GRT) families
- 3.5 Local authorities cannot enforce (or impose) site licence conditions in respect of the fabric of the mobile home itself. Generally a mobile home is the property of the home owner and on multi-sites completely outside the control of the site operator and the scope of the site licence conditions.
- 3.6 Following a review of the scale and nature of the residential caravan sector within the Borough, and in conjunction with the implementation of a number of elements of the Mobile Homes Act 2013, a review of the residential site licence conditions has been undertaken. Following this review it is proposed that a number of existing conditions be amended/added. A copy of the conditions for comparison are contained within Appendix B of this report. The changes are highlighted for ease of reference. The proposed changes are primarily concerned with improving the safety of caravan residents, particularly those residing in rented accommodation.
- 3.7 The principle changes within the amended standard conditions relate to the standard of caravan deemed suitable for letting by landlords and the requirement for the provision fire safety equipment. The approach to fire safety measures has also been amended to reflect discussions with the local fire and rescue authority.
- 3.8 One key element of the amended conditions is the requirement for caravans to meet the British Standard BS3632. This introduces a new standard to ensure that caravans which are let for residential purposes are designed for 'year round' occupation as opposed to seasonal occupation i.e. holiday type caravans. This approach is new and falls outside the scope of those standard conditions

developed by Government. The justification for this amendment is to address locally identified issues relating to people living in caravans not designed for year round occupation.

3.9 It is proposed that any new relevant conditions would be applied to the site licence's of existing sites only where it is appropriate. It is recommended that there should not be a blanket updating of all residential caravan site licence conditions as this could be unnecessarily burdensome.

3.10 Any new site licence application conditions would be based upon the new standard conditions, which may be varied to suit individual circumstances.

4.0 Legacy Issues

4.1 Following several recent caravan site inspections it is apparent that a number of caravans are being let by site owners/landlords. These inspections have given rise to concerns regarding the standard and quality of accommodation as well as concerns regarding fire safety.

4.2 At present site identification and inspection is focused on those sites where caravans are being let for residential purposes. Single family owned and occupied sites are considered to be less of a risk and therefore identification and inspection of these sites is a lower priority.

4.3 As a result of correspondence regarding the consultation a large number of sites, both commercial and family owned and occupied have come forward for licensing. Again, the priority remains those sites where caravans are being let for residential purposes.

4.4 BCKLWN have recently conducted reviews and determined there are a number of residential caravan sites, many of them single family sites, which either have not been licensed and/or have not been given planning permission and hence have not been subject to any licensing regime.

4.5 In applying and enforcing residential caravan site licensing, the Council will have regard to the history of a site and consider each case on it's individual circumstances including having regard to situations where there is not a significant risk of harm. This is particularly valid in the circumstances where the breach has existed for many years and where a breach of the site licence condition is only impacting on an individual home owner.

4.6 The Government has stated that it does not expect Councils should rush to serve compliance notices on site operators for breaches where there is not significant harm to persons or property, to enable all to move forward in a constructive and positive way.

5.0 The Council's role in applying and enforcing residential site licensing conditions

5.1 In the developing, applying and enforcement of residential caravan site licence conditions the Council's priority is to be open, transparent, and consistent with the aim of protecting the health, safety and well being of residents.

5.2 All compliance and enforcement will be reasonable and proportionate in accordance with the Council's Corporate Enforcement Policy.

5.3 In keeping with Government guidance, the Council will focus their priorities on poorly managed, badly run sites with a risk based approach to enforcement.

- 5.4 The Council will consider the financial implications associated with compliance with site licence conditions, specifically those relating to the standard of accommodation, and will seek to agree appropriate timescales for compliance with owners, operators and landlords.
- 5.5 Where possible, an informal approach to enforcement will be adopted in the first instance and formal enforcement action will be based upon appropriate legislation.

6.0 New processes and considerations for granting or transferring site licences

- 6.1 Changes to the law mean that the Council will need to consider how appropriate the management and maintenance arrangements for caravan sites are before granting a new/or transferring a site licence.
- 6.2 This includes consideration as to how the obligations and costs associated with operating a site are going to be met.

7.0 Fees Policy

- 7.1 Currently the Council makes no charges for the costs it incurs for activities associated with residential caravan site licensing.
- 7.2 The Mobile Homes Act 2013 allows the councils to charge fees to meet their costs. A charge now could be applied for new applications and transferring a licence, as well as an annual charge for administering and monitoring sites.
- 7.3 In summary from the 1st April 2014 the Council has the ability to charge fees for;
- a) considering applications for the issue or transfer of a site licence
 - b) considering applications for altering conditions in a site licence
 - c) administration and monitoring of site licences
- 7.4 In assessing annual fees the Council will need to consider its overall costs in respect to their licensing functions and/or base such fees on a 'typical site'. There are a number of different options available in setting a fee structure, such as banding by risk or size or a flat rate charge, it is also important not to target individual sites because they require greater action in terms of enforcement. Likewise the cost of enforcement action cannot in law be reflected in the fee structure adopted by the Council.
- 7.5 Similarly fees for consideration of applications for the grant or transfer of a site licence should be fair and transparent. Anyone seeking a licence must know what they are going to be charged for consideration of the application.
- 7.6 The proposed fee structure contained within the Fees Policy in Appendix C recommends a fee structure based upon the size of the site. The rationale for this is that the cost to the Council in terms of officer time and administration is generally proportional to the number of units on each site. Sites are banded according to the number of units on each site and costs are apportioned to take account of the costs incurred.
- 7.7 It is proposed in the attached fees policy that annual fees would not be charged for family owned and occupied sites where they are not operated as a business.
- 7.8 It is also proposed that fees not be charged for new site licence applications for Band A sites for a period of 12 months following the adoption of this policy, so as to encourage historic sites that have gone unlicensed for some time to make

a site licence application. All other activities surrounding the licensing function will be chargeable as per the fees policy.

- 7.9 Comparable fees policies are emerging however a general comparison with other local authorities based upon a site of 75 units is summarised below;

Authority	New Site Licence Fee £	Annual Fee £	Licence Transfer £
Peterborough	495	315	170
Wealden DC	330	215	115
Epping Forest	775	410	290
Chichester DC	343	220	77
Gt Yarmouth	252	252	92
BCKLWN	577	346	163

Background Papers

- a) Report to cabinet, June 2014.
- b) Detailed cost breakdown spreadsheet for proposed fees
- c) Consultation Plan
- d) The Caravan Sites and Control of Development Act 1960 (as amended)
- e) The Mobile Homes Act 2013
- f) DCLG A Guide to Local Authorities on setting site licensing fees
- g) DCLG Advice to local authorities on the new regime for applications for grant or transfer of a site licence
- h) DCLG A best practice guide for local authorities on enforcement of the new site licensing regime
- i) Legal advice from EastLaw

Policy Implications

It is recommended that the proposed Fees Policy be approved and adopted.

Financial Implications

An income will be generated from the adoption of the proposed Fees Policy to cover costs associated with the licensing function. The implication of this approach is therefore cost neutral.

Personnel Implications

No direct implications as the licensing function will be undertaken by existing staff.

Statutory Considerations

The Mobile Homes Act 2013, Caravan Sites and Control of Development Act 1960 (as amended).

Equality Impact Assessment (EIA)

Pre-screening summary attached

Risk Management Implications

There are inherent risks associated with any form of regulation and in the case of the proposed amended changes to the site licence conditions we will be operating outside of the norm and therefore could be subject to change.

In respect to the enforcement of site licence conditions relating to single family sites we will be assessing each case on its own merits and enforcement will only be considered where there is a significant risk to persons and property. We will adopt an advisory approach as opposed to a regular inspection regime for a significant number of single family sites. This reflects the risk based approach referred to earlier.

The policy and the new approach will be reviewed and evaluated in 12 months.

Analysis of Residential Caravans Site Licensing Consultation Responses

An informal consultation was undertaken with Council departments and partners in 2014 and a formal consultation was undertaken with partners and the public between February and May 2015.

A total of 11 responses were received. This summary analyses the responses and also outlines the Council's actions in relation to comments made.

Comments made by	Summary	Action Taken
The Environment Agency	The Environment Agency suggested amendments to the conditions pertaining to licensees establishing whether the site would be in a high flood risk area.	The conditions for both single and multi-sites have been amended to include the EA suggestions.

Comments made by	Summary	Action Taken
Borough Council Emergency Planning	Comments suggesting that it should be compulsory for sites in high flood risk areas to be registered with the EA Floodline scheme.	The conditions for both single and multi-sites have been amended to include the suggestion from Emergency Planning.

Comments made by	Summary	Action Taken
Borough Council Planning Department	Comments suggesting that amenity buildings should be of a limited size.	The conditions for both single and multi-sites have been amended to reflect the comments received and the requirement for a separate amenity building has been removed.

Comments made by	Summary	Action Taken
Hastoe Housing Association	Hastoe Housing Association made numerous comments regarding the proposed site licence conditions. *Spacing of caravans *Position of LPG cylinders *Boundary fencing *Amenity buildings	The comments have been considered and some amendments to the single and multi-site conditions have been made. <u>The conditions relating to the spacing of caravans remains unchanged.</u> <u>The spacing of caravans on</u>

		<p>gypsy & traveller residential pitches has been reduced to 1.5m in conjunction with discussions with Norfolk Fire & Rescure Service.</p> <p>The condition regarding the positioning of LPG gas cylinders has been removed as a result of further discussions with Norfolk Fire & Rescure Service.</p> <p>The condition regarding the height of boundary fencing between caravan pitches remains unchanged.</p> <p>The condition regarding a separate amenity building has been removed.</p>
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Comments made by	Summary	Action Taken
Sheepbridge Mobile Home Park	<p>The agent on behalf of the licensees made numerous comments regarding the proposed site licence conditions.</p> <p>*Fencing & hedging *LPG storage *BS3632 *Privacy</p>	<p>The comments have been considered and some amendments to the single and multi-site conditions have been made.</p> <p>The condition relating to the height of fencing & hedging between pitches has not been amended following discussion with Norfolk Fire & Rescure Service.</p> <p>The condition regarding the positioning of LPG gas cylinders has been removed as a result of further discussions with Norfolk Fire & Rescure Service.</p> <p>The condition regarding the requirement for caravans on site to comply with BS3632 2005 has been amended.</p>

		The condition regarding the declaration of information has been omitted.
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Comments made by	Summary	Action Taken
Julia Bradburn (Institute of Licensing Trainer)	A number of comments were made regarding: *Fencing between roads and pitches * Refuse Storage & Disposal	The comments have been considered and some amendments to the conditions made. The condition regarding the separation of roads and pitches has been removed. The condition regarding the storage and disposal of refuse has not been amended.

Comments made by	Summary	Action Taken
A Site Resident	A site resident submitted comments about the provision of sheds etc on a holiday site.	The comments were not relevant to residential caravans.

Comments made by	Summary	Action Taken
A Site Resident	A site resident suggested that any fees charged for the licensing function should not be passed on to site residents.	The comments have been noted however those fees associated with the site licensing function can be passed on to residents subject to conditions.

Comments made by	Summary	Action Taken
A Site Owner	A site owner made comment regarding the Norfolk County Council owned Gypsy, Roma & Traveller site being exempt from licensing conditions.	The comments have been noted regarding the application of licence conditions. The exemption for Council owned sites is set out in law and is outwith the jurisdiction of the Council.

Comments made by	Summary	Action Taken
A Site Owner (Hastoe Housing Association)	A site owner made additional comments over and above their comments submitted separately and also made further comments regarding the *application of conditions to specific sites, *the application of the Regulatory Reform (Fire Safety) Order and *fees to cover the residential caravan site licensing function.	The comments have been noted. The condition explaining the application of the Regulatory Reform (Fire Safety) Order has been clarified/amended to reflect discussions with Norfolk Fire and Rescue Service. Comments regarding the application of fees for the licensing function have been noted.

Comments made by	Summary	Action Taken
A Site Resident	A site resident made a comment that residents should be advised of any licensing fees to be passed on and that they confirmed that the proposed conditions would be a beneficial.	The comments have been noted however those fees associated with the site licensing function can be passed on to residents subject to strict conditions.

**CARAVAN SITES AND CONTROL OF
DEVELOPMENT ACT 1960**

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



RESIDENTIAL CARAVAN SITE LICENCE NO:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions

These conditions shall apply to the land shown on the plan attached to the most recent site licence application form.

1. Number of Caravans

- (i) At no time shall the number of caravans onsite (as defined by the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968) exceed ___.

2. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- (b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
- (a) A porch attached to the caravan may protrude one metre into the separation distance

and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

4. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements.

5. Footpaths and Pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

6. Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

7. Bases

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

8. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

9. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

10. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully

conversant with the appropriate statutory requirements.

11. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

12. Drainage and Sanitation

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

13. Domestic Refuse Storage & Disposal

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.

14. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

15. Communal Recreation Space

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

16. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

- (ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
 - (a) A copy of the most recent periodic electrical inspection report.
 - (b) A copy of the site owner's certificate of public liability insurance.
 - (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
 - (d) A copy of the fire risk assessment made for the site.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

17. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

18. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

19. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

- (i) The standards in this paragraph only apply if the site is **not** subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire Points

- (ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

- (iii) Where water standpipes are provided:
 - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - (b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
 - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire

point shall not be obstructed or obscured.

- (iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (v) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

- (vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

Maintenance and Testing of Fire Fighting Equipment

- (viii) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.
- (ix) A record shall be kept of all testing and remedial action taken.
- (x) All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

- (xi) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire. This notice should include the following:

“On discovering a fire:

- I. Ensure the caravan or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade (the nearest phone is sited at).”

20. Condition of Caravans

- (i) All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair, to the satisfaction of the Licensing Authority.
- (ii) Every caravan brought onto the site must comply with BS3632 (2005)*

**Where specific British Standards are referred to the licence holder should note that where these are superseded, the updated standard will automatically apply.”*

IMPORTANT ADDITIONAL INFORMATION

Section 7 (1) of the Caravans Sites and Control of Development Act 1960 states that any person aggrieved by any condition of this licence may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister of State) that the condition is unduly burdensome, may vary or cancel the condition.

Section 7 (2) of the Act states in so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition is pending.

MULTI CURRENT CONDITIONS

**CARAVAN SITES AND CONTROL OF
DEVELOPMENT ACT 1960**

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



RESIDENTIAL CARAVAN SITE LICENCE NO:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions

These conditions shall apply to the land shown on the plan attached to the most recent site licence application form.

1. Number of Caravans

- (i) At no time shall the number of caravans onsite (as defined by the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968) exceed ___.

2. Boundaries

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- (b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
- (a) A porch attached to the caravan may protrude one metre into the separation distance

and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

4. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- (ii) Roads shall be maintained in a good condition.
- (iii) Cable overhangs must meet the statutory requirements.

5. Bases

- (i) The unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

6. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

7. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.

- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

8. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

9. Drainage and Sanitation

- (i) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- (ii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iii) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

10. Domestic Refuse Storage & Disposal

- (i) All refuse disposal shall be in accordance with all current legislation and regulations.

11. Notice

- (i) A copy of the current site licence shall be available for inspection onsite.

12. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

13. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply

Fire Fighting Equipment

- (i) Where water standpipes are provided:
 - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - (b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
 - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- (ii) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (iii) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (iv) Where standpipes are not provided or the water pressure or flow is not sufficient, each caravan shall be provided with fire extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

- (v) A suitable means of raising the alarm in the event of a fire shall be provided.

Maintenance and Testing of Fire Fighting Equipment

- (vi) All fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.
- (vii) A record shall be kept of all testing and remedial action taken.
- (viii) All equipment susceptible to damage by frost shall be suitably protected.

14. Condition of Caravans

- (i) All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair, to the satisfaction of the Licensing Authority.
- (ii) Every caravan brought onto the site must comply with BS3632 (2005)*

**Where specific British Standards are referred to the licence holder should note that where these are superseded, the updated standard will automatically apply."*

IMPORTANT ADDITIONAL INFORMATION

Section 7 (1) of the Caravans Sites and Control of Development Act 1960 states that any person aggrieved by any condition of this licence may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister of State) that the condition is unduly burdensome, may vary or cancel the condition.

Section 7 (2) of the Act states in so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition is pending.

SINGLE CURRENT CONDITIONS

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



LICENCE REF:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions (Multi-Occupancy Site)

Note: A multi-occupancy site is where the people in each caravan form separate households. A single occupancy site is where the people in each caravan are related to each other. This usually applies to smaller sites occupied by one extended family group.

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is the Borough Council of King's Lynn & West Norfolk.

1. Number of Caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed .

2. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure should be positioned within 3 metres of the boundary of the site.
- (iii)
 - (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the Licensing Authority.
 - (b) The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall be of a suitable quality, as so defined by the Licensing Authority.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.

- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.*
- (iv) In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.
 - (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
 - (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
 - (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
 - (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
 - (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan. A motorhome used for habitation will not qualify as a private car and the separation distance referred to in (i) shall be maintained.
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

4. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to afford adequate access for emergency vehicles, shall be constructed to accommodate all necessary loadings and shall be well maintained and kept clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.

- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements.

5. Footpaths and Pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

6. Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

7. Bases

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

8. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

9. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- (iii) Any gas installations, appliances, flues and associated pipework/installations to caravans which are let for residential purposes shall be subject to an annual inspection by a

competent person and shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice including The Gas (Installation & Use) Regulations 1998. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

- (iv) Any caravan let by the Licensee/s for residential purposes shall be provided with a carbon monoxide detector. It shall be of a type which gives an audible warning and be installed in accordance with the manufacturer's instructions. The detector shall be subject to an annual inspection by the Licensee and/or in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.

10. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
- (v) Any electrical installations, appliances and associated installations to caravans which are let by the Licensee/s for residential purposes shall be subject to, as a minimum, electrical inspection and testing every 3 years. This inspection and testing should be undertaken by a competent person and all installations and appliances shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

11. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

12. Drainage and Sanitation

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

13. Domestic Refuse Storage & Disposal

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.
- (iii) No refuse shall be allowed to accumulate at any point on the site, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such waste.

14. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

15. Communal Recreation Space

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

16. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).
- (ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
 - (a) A copy of the most recent periodic electrical inspection report.

- (b) A copy of the site owner's certificate of public liability insurance.
- (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
- (d) A copy of any relevant fire risk assessment.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

17. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline service.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

18. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of any fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the Licensing Authority.

19. Fire Safety

Each and every condition of this site licence shall not apply to any fire safety matter to which requirements or prohibitions that are, or could be imposed by the Regulatory Reform (Fire Safety) Order 2005 apply.

Fire Points

- (i) These shall be located so that no caravan or site building is more than 30 metres from a fire point.
- (ii) Each fire point should consist of a red hi-viz waterproof housing, be accessible and clearly and conspicuously marked 'FIRE POINT' and shall have affixed a weatherproof action instruction notice on the outside.
- (iii) Each Fire Point shall contain inside;
 - a) A portable air warning horn, warning bell, or other warning device which must be fully servicable and available for use at all times.
 - b) A fully servicable hand held torch.
- (iv) Unless a person is trained in fire fighting there should be no encouragement to any person to act in any manner to fight a fire. The following advice should appear in writing at each fire point in clear distinct signage;
 - a) Do not take personal risks or attempt to tackle the fire.
 - b) Raise the alarm by activation of the alarm mechanism provided
 - c) Ensure that the fire and rescue service is called.

d) The nearest public telephone is located at.....

e) The address and the postcode of this site is.....

f) Meet the fire and rescue service on their arrival in order to facilitate access, directions and to report should you be aware of any persons either missing or trapped.

Fire Fighting Equipment

(v) Where water standpipes are provided:

(a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.

(b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.

(c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.

(vi) Where hydrants are provided, hydrants shall conform to the current British or European Standard.

(vii) Access to hydrants and other water supplies shall not be obstructed or obscured.

(viii) Any caravan let by the Licensee/s for residential purposes shall be fitted with a fire blanket and smoke detector of a type which gives an audible warning and shall be installed in accordance with the manufacturer's instructions. This equipment shall be subject to regular inspection by the Licensee, in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.

(ix) The provision of fire extinguishers is optional however if they are provided the residents shall be adequately trained and the extinguishers shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the occupants, the Licensing Authority or the Fire and Rescue Service.

(x) All fire fighting equipment, where provided, should be freely accessible, be in good working order and adequately protected from weathering and the effects of frost.

(xi) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

20. General

(i) The site shall be restricted to that for which planning permission is held.

(ii) All caravans stationed on the site shall be maintained in a good state of structural and mechanical repair, to the satisfaction of the Licensing Authority.

- (iii) Every caravan brought onto the site for occupation, must be designed and constructed for permanent residential use and shall comply with BS3632 (2005).***
- (iv) Every caravan that is let by the Licensee/s for residential purposes must be designed and constructed for permanent residential use and shall comply with BS3632 (2005). Caravans predating this standard must comply with previous versions of the standard.***

**The Licensee may be required to provide supporting evidence of the fire rating or combustibility of materials and/or structures to the satisfaction of the Licensing Authority.*

*** The definition of gypsies, roma & travellers is as defined in Annex 1 of 'Planning Policy for Travellers Sites'.*

**** The Licensee will be required to provide all necessary supporting technical information, to the satisfaction of the Licensing Authority.*

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for an alteration of those conditions, he may, within 28 days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court acting for the petty sessions area in which the land to which the site licence relates is situated; or in the case relating to land in England, to a residential property tribunal; and the court or tribunal may, if they allow the appeal, give the local authority such directions as may be necessary to give effect to their decision.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



LICENCE REF:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions (Single Occupancy Site)

Note: A single occupancy site is where the people in each caravan are related to each other. This usually applies to smaller sites occupied by one extended family group such as gypsy & traveller families. A multi-occupancy site is where the people in each caravan form completely unrelated separate households.*

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is the Borough Council of King's Lynn & West Norfolk.

1. Number of Caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed ___.

2. Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure should be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the Licensing Authority.
(b) The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall be of a suitable quality, as so defined by the Licensing Authority.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.

- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.
 - (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
 - (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
 - (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
 - (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
 - (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

4. Roads, Gateways, Footpaths and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- (ii) Roads and footpaths shall be maintained in a good condition.
- (iii) Cable overhangs must meet the statutory requirements.

5. Bases

- (i) Every caravan must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the caravan, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

6. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.

- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

7. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

8. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

9. Drainage and Sanitation

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Licensing Authority.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

10. Domestic Refuse Storage & Disposal

- (i) All refuse disposal shall be in accordance with all current legislation and regulations.
- (ii) No refuse shall be allowed to accumulate at any point on the site, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such waste.

11. Notice

A copy of the current site licence and associated conditions shall be retained on site and available for inspection.

12. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

13. Fire Fighting Equipment & Precautions

- (i) Where water standpipes are provided:
 - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - (b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
 - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- (ii) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (iii) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (iv) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

14. Fire Warning

Where there is more than one caravan a suitable means of raising the alarm in the event of a fire shall be provided.

15. General

- (i) The site shall be restricted to that for which planning permission is held.
- (ii) Caravans shall not be occupied by a greater number of persons than the caravan is designed to accommodate.
- (iii) In normal circumstances on single family sites there will not be any caravans let for residential purposes however where the site/caravan is being let by the licensee the following will apply:

- a) Every caravan that is let by the Licensee/s for residential purposes must be designed and constructed for permanent residential use and shall comply with BS3632 (2005). Caravans predating this standard must comply with previous versions of the standard.**
- b) Any gas installations, appliances, flues and associated pipework/installations to caravans which are let for residential purposes shall be subject to an annual inspection by a competent person and shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice including The Gas (Installation & Use) Regulations 1998. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.
- c) Any caravan let by the Licensee/s for residential purposes shall be provided with a carbon monoxide detector. It shall be of a type which gives an audible warning and be installed in accordance with the manufacturer's instructions. The detector shall be subject to an annual inspection by the Licensee and/or in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.
- d) Any caravan let by the Licensee/s for residential purposes shall be fitted with a fire blanket and smoke detector of a type which gives an audible warning and shall be installed in accordance with the manufacturer's instructions. This equipment shall be subject to regular inspection by the Licensee, in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.
- e) Any electrical installations, appliances and associated installations to caravans which are let by the Licensee/s for residential purposes shall be subject to, as a minimum, electrical inspection and testing every 3 years. This inspection and testing should be undertaken by a competent person and all installations and appliances shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

* The definition of gypsies, roma & travellers is as defined in Annex 1 of 'Planning Policy for Travellers Sites'.

** The Licensee will be required to provide all necessary supporting technical information, to the satisfaction of the Licensing Authority.

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for an alteration of those conditions, he may, within 28 days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court acting for the petty sessions area in which the land to which the site licence relates is situated; or in the case relating to land in England, to a residential property tribunal; and the court or tribunal may, if they allow the appeal, give the local authority such directions as may be necessary to give effect to their decision.

SINGLE NEW CONDITION

Borough Council of
**King's Lynn &
West Norfolk**



Fees Policy for Licensing Residential Caravan Sites

Borough Council of King's
Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX



1.0 Introduction

1.1 The Borough Council of King's Lynn & West Norfolk ('the Council') has powers under the Caravan Sites and Control of Development Act 1960 ('the Act') as amended by the Mobile Homes Act 2013 ('the 2013 Act') to issue licences in respect of 'relevant protected sites' and to charge fees for the provision of their licensing functions.

1.2 A relevant protected site is defined in the Act as any land to be used as a caravan site other than one where a licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions)
- It does not include sites that are owned by the local authority

Therefore a protected site relates to all sites that are used for permanent residential use, apart from local authority owned sites.

1.3 Local authorities can charge;

- A licence fee for applications to grant or transfer a licence or an application to alter the conditions attached to a licence and;
- An annual licence fee for administering and monitoring licences.
- A fee for the deposition of site rules

Before a local authority can charge a fee, it must prepare and publish a fees policy. When determining a fee the local authority:

- Must act in accordance with their fees policy
- May set different fees in different cases
- May determine that no fee is required in some cases

1.4 Any fees charged must fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the Act, other than the costs of enforcement action. They must be reasonable and transparent and whilst different fees can apply to different types of cases, there must be consistency in the fee structure and its application.

2.0 The Fee Structure

2.1 In calculating a fee structure, the Council will calculate its fees in accordance with the provisions of the 2013 Act which allows a local authority to include all its reasonable costs and this includes administrative costs, officer visits to the site, travel costs, consultations, meetings, undertakings and informal advice.

- 2.2 The Council will, when deciding its fee structure, base it on the size of a site because the cost to the Council in terms of Officer time and administration is proportional to the number of units on a site. Sites are banded according to the number of units on each site and costs are apportioned to take into account the costs incurred.
- 2.3 Single family owned and occupied sites where they are not operated as a business will be exempt from an annual fee as it is not intended to undertake annual inspections of these sites*.
- 2.4 It is also proposed that fees not be charged for new site licence applications for Band A sites for a period of 12 months following the adoption of this policy so as to encourage historic sites that have gone unlicensed for some time to make a site licence application. All other activities surrounding the licensing function will be chargeable as per the fees policy.**

	Band A	Band B	Band C	Band D
Units	1-5 (including family owned & occupied sites)	6-24	25-50	51-100
Annual Fee	£0* £175	£219	£279	£346
New site licence Application	£0** £284	£411	£487	£577
Transfer of site licence	£128	£140	£152	£163
Amendment of site licence	£172	£186	£200	£216
Registering of site rules	£35	£35	£35	£35

3.0 Review of the Fee Structure

- 3.1 A review of the fee structure will be carried out annually and revised if necessary. Any adjustments will take into account variations in actual officer and administration time to those predicted, any changes to officer hourly rates, mileage costs or any other typical associated costs in providing the licensing function.

3.2 Where a deficit appears because expenditure was more than anticipated the shortfall will be reflected in the fee charged to the site owner in the next year. Similarly, where a surplus is made the fee for the following year will be reduced by that amount.

4.0 Publishing the Fees Policy

4.1 The fees policy for licensing of caravan sites will be published on the Councils website.

4.2 If the Council revises its fees policy, it will replace the published policy with the revised policy.

4.3 There will be a copy of the fees policy kept within the Housing Standards department which will be available to view during normal office hours at the Council Offices.

5.0 How fees are to be paid

5.1 The Council requires all fees to be included with any application for a new site licence, for amending a site licence or transferring a site licence.

5.2 In the case of sites, where an annual fee is payable, the request for payment will be made in April each year and must be paid to the Council within 28 days of the date of request.

5.3 Where an annual fee payment to the Council becomes overdue, the Council may apply to the First Tier Tribunal for an Order requiring the licence holder to pay to the Council the amount due by the date specified in the Order. Where a licence holder fails to comply with such an Order within the period of 3 months from the date of the Order, the Council may apply to the First Tier Tribunal for an Order revoking the site licence.

5.4 Any licence holder has the right to apply to the First Tier Tribunal where they disagree with the licence fee being charged.

5.5 Where a new site is licenced is issued part way through the year then an invoice with 28 day payment terms will be issued for the pro-rata amount.

5.6 Where a site is expanded part way through a year to include additional units and hence an alternative banding applies, the corresponding higher fee would apply from that point. In such cases an invoice with the same payment terms, covering the difference between the original and increased fee for the remainder of the financial year will be sent shortly after the amended licence has been issued.

6.0 Enforcement Costs

- 6.1 Where there has been a breach in a site licence condition which comes to the attention of the Council we may serve a Compliance Notice.
- 6.2 The Mobile Homes Act 2013 has amended the Caravan Sites and Control of Development Act 1960 so that it now details the elements which the local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the Notice.
- 6.3 A detailed breakdown of the relevant expenses would be provided with the Compliance Notice. Charges would be based upon an hourly rate in addition to any costs incurred, for example legal costs.

7.0 Other Matters

- 7.1 Please note that once the application form and all necessary supporting information, including the correct fee, has been submitted to the Council the application will be deemed as complete and the Council will aim to determine the application within 8 weeks.
- 7.2 If the application is not approved then the applicant is not entitled to a refund, as the application has been processed.

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards Spellowfields and St Margarets with St Nicholas	Mandatory/	(a) Be entirely within cabinet's powers to decide NO		
	Discretionary /	(b) Need to be recommendations to Council YES		
	Operational	(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Councillor Nick Daubney E-mail: clr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Mary Colangelo E-mail: mary.colangelo@west-norfolk.gov.uk Direct Dial: 01553 616281		Other Officers consulted:		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications NO

Cabinet date: 3 November 2015

POLLING DISTRICT AND POLLING PLACE REVIEW

<p>Summary</p> <p>This report presents to Cabinet a revised Polling District and Polling Place Review Schedule.</p> <p>Recommendation</p> <p>The attached Polling District and Polling Place Review Schedule is adopted.</p> <p>Reason for Decision</p> <p>To ensure that the Council meets its statutory obligations.</p>

1. Introduction

Members will be aware of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fall within the boundaries of the Borough. This review was last conducted in 2013, but it is the Returning Officer's responsibility to keep polling stations under review.

2. Proposals

To this end the Returning Officer has inspected available premises and makes the following proposals:

Polling Place	Existing Polling Station	Proposed Polling Station
Spellowfields Terrington St Clement	First Terrington Scout and Guide HQ	The Pavilion, Churchgate Way, Terrington St Clement
Spellowfields Tilney All Saints	Eagles Golf Club	Tilney All Saints Village Hall, Church Road, Tilney All Saints
St Margarets with St Nicholas	The Olive Branch Café	London Road Methodist Church, London Road, King's Lynn

The relevant new pages of the Polling District Review Schedule and maps can be found at Appendix 'A'.

3. Policy Implications

None.

4. Financial Implications

The implementation will result in overall savings to the Borough Council.

5. Statutory Considerations

Publishing the Polling District and Polling Place Review Schedule is a statutory requirement.

6. Risk Management

The Council's risk management system is integrated with the Polling District and Polling Place Review, so the risks associated are identified and linked.

7. Access to Information

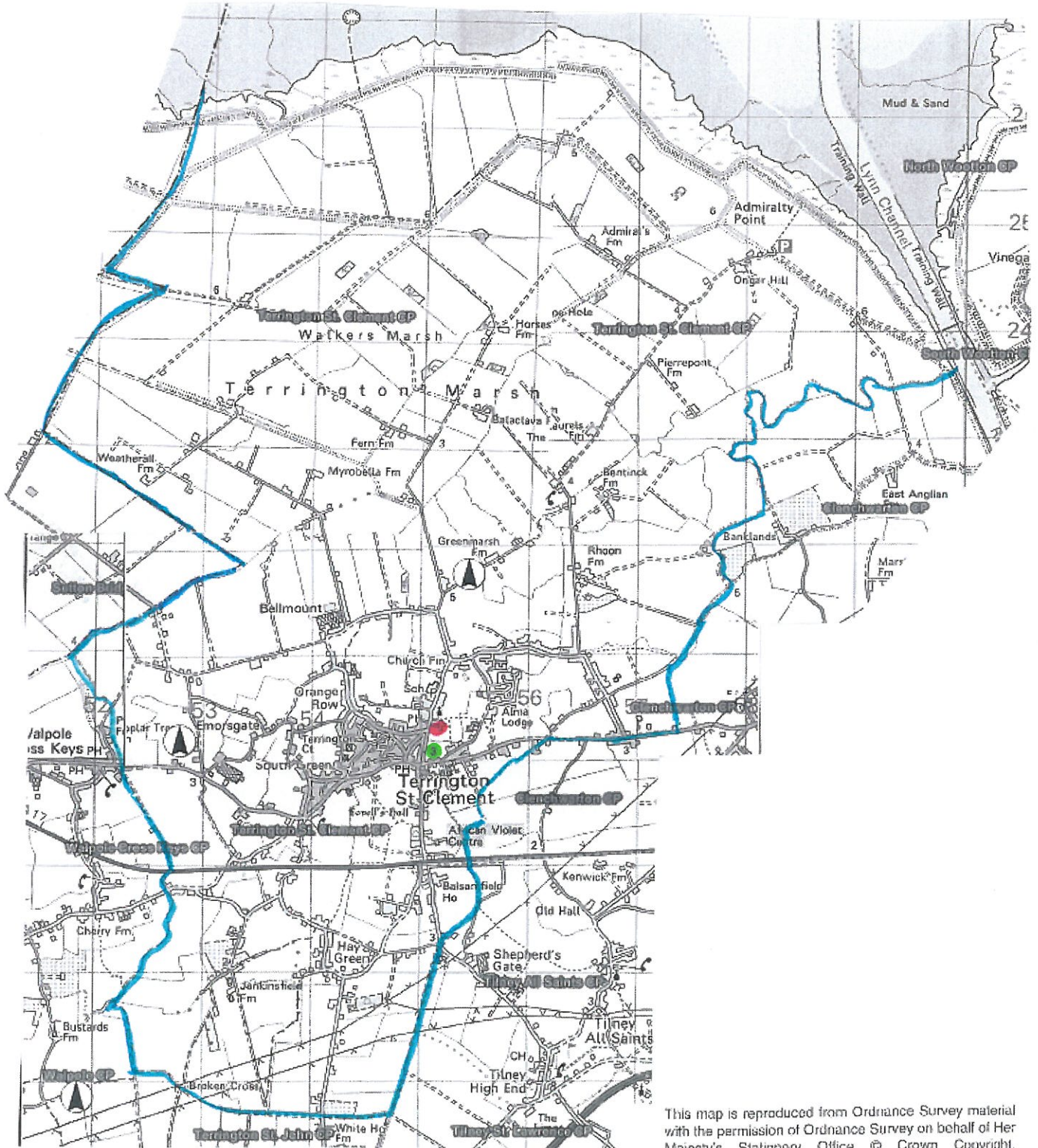
Background information as referenced in the Polling District and Polling Place Review Schedule.

<u>Ward</u>	<u>Map Reference/Polling District</u>	<u>Area of Polling Place</u>	<u>Polling Station</u>	<u>21.9.2015</u> <u>Ward Electorate</u>
Spellowfields	(75) SU1 - Terrington St Clement	The Parish of Terrington St Clement	The Pavilion, Churchgate Way, Terrington St Clement	3,324

<u>Ward</u>	<u>Map Reference/Polling District</u>	<u>Area of Polling Place</u>	<u>Polling Station</u>	<u>21.9.2015</u> <u>Ward Electorate</u>
Spellowfields	(76) SV2 - Tilney All Saints	The Parish of Tilney All Saints	Tilney All Saints Village Hall	475

<u>Ward</u>	<u>Map Reference/Polling District</u>	<u>Area of Polling Place</u>	<u>Polling Station</u>	<u>21.9.2015</u> <u>Ward Electorate</u>
St Margarets with St Nicholas	(78) PJ1 – St. Margaret's with St. Nicholas	A line drawn from the centre of the river on the southern side of the Customs House and running east and then south east along the northern side of Clough Lane. Then crossing St. James Road at the swimming pool and continuing south of St. John's Church to the western end of St. John's Walk. Turn south and follow the route of Mayor's Avenue and on down the centre of the road which fronts Windsor and Guanock Terraces and Guanock Place. Turn south along a short section of London Road and then west along the southern side of the area known as The Friars and out to the centre of the river, at which point turn northwards back to the starting point.	London Road Methodist Church	2,130

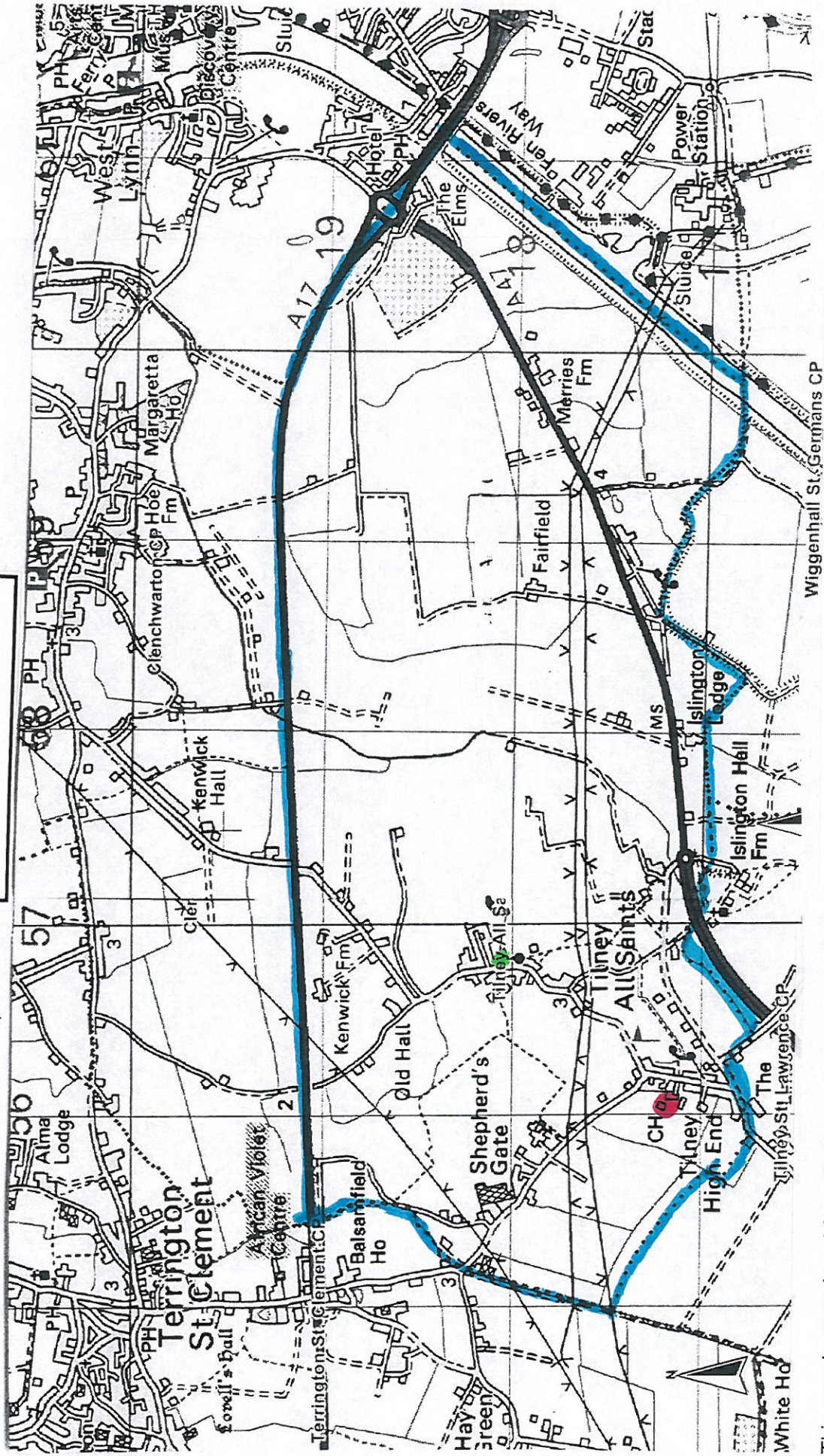
SU1 - Terrington St. Clement



Red - Existing
 Green - Proposed

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SV2 - Tilney All Saints

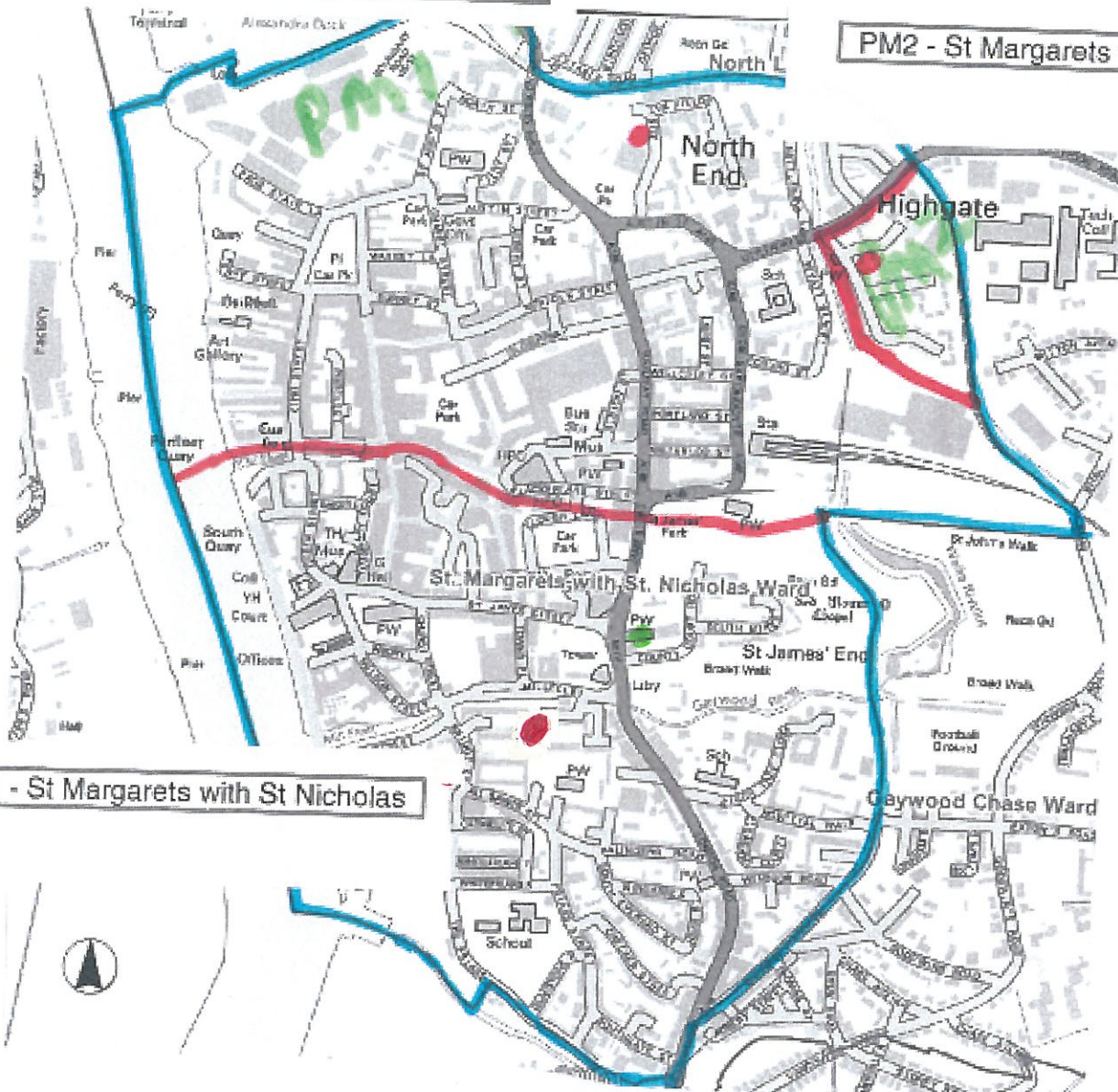


Red - Existing
 Green - Proposed

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PM1 - St Margarets with St Nicholas

PM2 - St Margarets with St Nicholas



PJ1 - St Margarets with St Nicholas

Red - Existing
 Green - Proposed

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