



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 17 February 2016

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 25th February 2016** at **6.00 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 7 - 20)**

To approve as a correct record the minutes of the Special Council Meeting held on 28 January 2016 and the Ordinary Council Meeting on 28 January 2016.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

5. **PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

6. **ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chair of Committees
- e) Head of Paid Service

ISSUES FOR DECISION BY COUNCIL

7. **MONEY PLAN 2016-21 AND BUDGET PROPOSALS 2016/17 (Pages 21 - 108)**

To receive the report of the Cabinet Member for Performance and Resources concerning the Money Plan 2016-21 and Budget Proposals for 2016-17.

8. **COUNCIL TAX SETTING 2016/17 (Pages 109 - 116)**

To receive the report of the Leader of the Council which asks Council to pass the resolution as set out in the Appendix to the report relating to the setting of Council Tax.

9. **REVISED LICENSING POLICY STATEMENT - LICENSING ACT 2003 (Pages 117 - 178)**

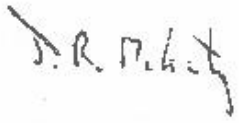
To receive the report of the Head of Public Protection, which presents the outcome of the consultation on the Draft Revised Licensing Policy Statement and seeks approval to adopt the final draft version of the Statement.

MOTIONS FROM MEMBERS

10. **NOTICES OF MOTION**

No Notices of Motion have been received.

Yours sincerely

A handwritten signature in black ink, appearing to read "J. R. McGinty". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Jon McGinty
Managing Director

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or

- land in the Council's area and
- (b) either –
- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, tanya.davies@gloucester.gov.uk.

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



COUNCIL

MEETING : Thursday, 28th January 2016

PRESENT : Cllrs. Field (Mayor), Beeley (Sheriff & Deputy Mayor), James, Dallimore, Noakes, D. Norman, Organ, Porter, Haigh, Hilton, Tracey, Smith, Hobbs, Lugg, C. Witts, Hanman, Lewis, Bhaimia, S. Witts, Llewellyn, Williams, Brown, Dee, Taylor, Hansdot, Patel, Randle, Toleman, Chatterton, Pullen, Etheridge, H. Norman and Pearsall

Others in Attendance

Jon McGinty, Managing Director

Ross Cook, Corporate Director

Andrew Cummings, Finance

Shirin Wotherspoon, Solicitor

Tanya Davies, Democratic and Electoral Services Manager

APOLOGIES : Cllrs. Gravells

46. DECLARATIONS OF INTEREST

46.1 There were no declarations of interest.

47. ADMISSION OF HONORARY FREEMAN

47.1 The Council considered a report of the Leader of the Council asking it to confer the honour and title of Honorary Freeman of the City of Gloucester on Mr Alan Myatt in recognition of the significant contribution he has made to the City in his role as Town Crier.

47.2 Councillor James (Leader of the Council) moved the motion as set out in the report and in doing so highlighted the grounds on which the recommendation had been brought before Council and the significant contributions that Mr Myatt had made to the City.

47.3 The motion was seconded by Councillor McLellan and in so doing he highlighted the gratitude that the Council had for Mr Myatt's work.

47.4 Councillors Chatterton and C. Witts added their comments of support to the proposal acknowledging the contributions that Mr Myatt had made to the City.

47.5 On being put to the vote the motion was unanimously carried.

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47.6 RESOLVED -

- (1) Pursuant to Section 249 of the Local Government Act, Mr Alan Myatt be admitted as an Honorary Freeman of the City of Gloucester in recognition of the significant contribution he has made to the City in his role as Town Crier.

Mr Myatt was invited to Swear, in the presence of the Mayor and Members of the City Council, the Freeman's Oath and was duly presented by the Mayor with an Honorary Freedom scroll.

Mr Myatt addressed the Council expressing his thanks for the Honour that had been conferred upon him by the City Council.

Time of commencement: 7.00 pm hours

Time of conclusion: 7.25 pm hours

Chair



COUNCIL

MEETING : Thursday, 28th January 2016

PRESENT : Cllrs. Field (Mayor), Beeley (Sheriff & Deputy Mayor), James, Dallimore, Noakes, D. Norman, Organ, Porter, Haigh, Hilton, Tracey, McLellan, Smith, Hobbs, Lugg, C. Witts, Hanman, Lewis, Bhaimia, S. Witts, Llewellyn, Williams, Brown, Dee, Taylor, Hansdot, Patel, Randle, Toleman, Chatterton, Pullen, Etheridge, Hampson, H. Norman and Pearsall

Others in Attendance

Jon McGinty, Managing Director

Ross Cook, Corporate Director

Andrew Cummings, Management Accountant

Shirin Wotherspoon, Solicitor and Monitoring Officer

Tanya Davies, Democratic and Electoral Services Manager

APOLOGIES : Cllr. Gravells

48. MINUTES

48.1 **RESOLVED** – That the minutes of the meeting held on 19 November 2015 be approved and signed by the Mayor as a correct record.

49. DECLARATIONS OF INTEREST

49.1 Councillors Lugg, Hansdot, Toleman, Beeley (Sheriff) declared personal interests in Agenda Item 13(2), a Notice of Motion from the Labour Group concerning social housing rents, as they were Gloucester City Homes Board Members.

49.2 Councillors Porter (Cabinet Member for Environment), Organ (Cabinet Member for Housing and Planning) and Patel declared personal interests in Agenda Item 9, a report of the Cabinet Member for Finance and Resources seeking approval to change the level of discount for Class C empty properties, as they were private landlords for properties within the City boundaries.

49.3 Councillor Dallimore (Deputy Leader of the Council and Cabinet Member for Communities and Neighbourhoods) declared a personal interest in Items 13 (1), (3) and (4) as she was employed by Richard Graham MP.

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50. PUBLIC QUESTION TIME (15 MINUTES)

- 50.1 Mr Mark Ward noted his disappointment at having been prevented from asking his question the Licensing and Enforcement Committee meeting on 8 December 2015 because it was deemed not to be relevant to the business of the meeting. He asked the Cabinet Member for Communities and Neighbourhoods why the Council was granting private hire licenses to individuals convicted of dealing drugs.
- 50.2 Councillor Dallimore thanked Mr Ward for his question and noted that it was up to the Chair of a meeting to determine what was and was not relevant to the business of that meeting. She explained that the Council took public safety very seriously and that, while she was unable to comment on individual cases, she could give an assurance that each case was judged on its own merits and that the appropriate processes were followed.

51. PETITIONS AND DEPUTATIONS (15 MINUTES)

- 51.1 Mr Zeya Ahmed, Chair of Gloucester Hackney Carriage Association (GHCA) stated the GHCA had worked closely with the Council over many years to resolve any issues as they arose and that he was disappointed that the same had not been possible in respect of the decision to make both private hire and hackney carriage drivers retake their driving test every 10 years, including existing drivers. He advised that he considered the consultation to be flawed and did not accept the results. He explained the GHCA had its own processes in place to deal with disciplinary matters and therefore considered the new policy to be prejudiced against drivers of good standing. He stated that the GHCA had lost confidence in the Chair of the Licensing and Enforcement Committee and asked the Council to reconsider the decision or face legal action.
- 51.2 Councillor James (Leader of the Council and Cabinet Member for Regeneration and Economy) expressed disappointment in the personal remarks made and stated that, while he appreciated the views of drivers and the GHCA, the decision had been taken some time ago and was agreed on a cross-party basis following appropriate consultation. A number of drivers had already taken the test, therefore it would not be appropriate to consider rescinding the decision. He noted that the general public were supportive of the new policy and he encouraged the GHCA to continue working with the Council in the interests of the City and its residents.

52. ANNOUNCEMENTS

Mayor

- 52.1 The Mayor announced that the date of the Mayor's Ball had been moved and would now take place on 20 May 2016.
- 52.2 The Mayor noted that he had taken part in the 'Mayor of Where?' feature on Radio 1 and encouraged Members to listen to the recording.

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Cabinet Members

- 52.3 Councillor Dallimore reported that the Gloucester had been shortlisted for the Best New Scheme in the Best Bar None Awards. She congratulated all involved and highlighted the significant efforts made by premises' to drive up standards.

53. MEMBERS' QUESTION TIME

Leader and Cabinet Members' Question Time

- 53.1 Councillor Haigh (Leader of the Labour Group) noted a recent court case and asked the Cabinet Member for Performance and Resources whether there had been any Housing Benefit appeals that disputed the application of an under-occupation reduction because of a disabled child or a panic room.
- 53.2 Councillor D. Norman (Cabinet Member for Performance and Resources) stated that he was not aware of any such issues being raised, but undertook to provide a full written response.
- 53.3 Councillor Haigh asked the Cabinet Member to also provide details of the number of discretionary housing payments made to cover hardship caused by the under-occupation reduction.
- 53.4 Councillor D. Norman undertook to provide the information requested.
- 53.5 Councillor Haigh asked the Leader of the Council whether the City would step up and find homes for refugee children in Europe and make a formal offer of help to the Government.
- 53.6 Councillor James stated that Gloucester was a welcoming City; offers of help to refugees had previously been made in partnership with the County and neighbouring District Councils and he was sure the Council would continue to take whatever steps it could to help.
- 53.7 Councillor Hilton (Leader of the Liberal Democrat Group) asked the Cabinet Member for Performance and Resources how the devolution bid was progressing and what the likelihood was of receiving a good deal from the Government.
- 53.8 Councillor D. Norman reported that the process was ongoing and that it was important to be a part of that process. A significant amount of work had been carried out very quickly, but it was not yet at a stage where a statement could be made because a draft deal had not yet been received.
- 53.9 Councillor Hilton asked the Leader of the Council whether he would continue to object to any suggestion that Gloucestershire should have a directly elected Mayor.
- 53.10 Councillor James advised that there was no appetite on any side for a directly elected Mayor.

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- 53.11 Councillor Hilton asked the Leader of the Council how confident he was that a planning application from Stanhope in respect of the Kings Quarter scheme would be submitted by the deadline of 31 March 2016.
- 53.12 Councillor James stated that he was not prepared to comment on commercial matters in an open Council meeting. He advised that Phase 1 of the scheme would commence shortly with the redevelopment of the bus station and he was confident that Phase 2 would be ready to begin on completion of Phase 1.
- 53.13 Councillor Hilton asked whether the anchor store tenancy has been agreed and for confirmation of the tenant.
- 53.14 Councillor James referred Councillor Hilton to his previous response and advised that he would not discuss commercial matters in an open meeting.
- 53.15 Councillor Pullen asked the Cabinet Member for Communities and Neighbourhoods what discussions the Council had had with the County Council regarding proposals to exclude private hire drivers from bus lanes in the City.
- 53.16 Councillor Dallimore stated that she was not in favour of the proposals and that a formal response to the consultation may already have been submitted. She undertook to provide Councillor Pullen with details of the Council's response.
- 53.17 Councillor Pullen asked if the Cabinet Member could also confirm whether drivers would continue to be given stickers to authorise their use of the bus lanes.
- 53.18 Councillor Dallimore undertook to include the information in her response.
- 53.19 Councillor Hampson asked the Cabinet Member for Housing and Planning what interim measures the Council had put in place in respect of the statutory out of hours homelessness service since the County Council withdrew the emergency duty team, what the long term plans were and what budgetary provision had been made.
- 53.20 Councillor Organ (Cabinet Member for Housing and Planning) advised that the Council was working with St Mungos to make provision as they were very experienced and were familiar with many of those sleeping on the streets in Gloucester. He explained that there were very few genuinely homeless individuals in the City, however, there were a significant number of individuals with complex needs who slept rough despite having accommodation available to them. He stated that preventing people from getting to the point of sleeping on the street was a key priority and the Council worked with a number of agencies on this. He noted the importance of being aware of all the facts so that each case could be dealt with in the right way.
- 53.21 Councillor Hampson asked the Cabinet Member to confirm the rate payable to on call staff during the interim measures.
- 53.22 Councillor Organ advised that he did not get involved in staff pay matters and undertook to provide a written response.

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- 53.23 Councillor Lugg asked the Cabinet Member for Communities and Neighbourhoods why Members of the Licensing and Enforcement Committee were led to believe that a number of Councils were implementing a policy of requiring all private hire drivers to retake their driving test every 10 years, as opposed to only applying it to new applicants, when in fact only one other Council had done this.
- 53.24 Councillor Dallimore stated that she appreciated the views of the GHCA, but noted that the matter had been well-debated and approved with cross-party support. She advised that other Councils were implementing the same policy for the same reasons of public safety. She noted that a number of drivers had already taken the test and that she hoped others would follow suit.
- 53.25 Councillor Williams asked the Cabinet Member for Environment if he agreed that the Clean for the Queen scheme was a positive initiative and a good way of involving communities in the life of the City.
- 53.26 Councillor Porter (Cabinet Member for Environment) stated that the Clean for the Queen scheme was an excellent idea and he congratulated Ismael Rhyman, Neighbourhood Manager, for the work undertaken. He reported that Keep Britain Tidy had become aware of the idea and were keen to see it duplicated around the country. He noted that the cleanliness of the City was not only the responsibility of the Council and he encouraged Members and the public to bring any issues to his attention.
- 53.27 Councillor McLellan (Deputy Leader of the Liberal Democrat Group) asked the Cabinet Member for Housing and Planning if, in the wake of recent floods around the country, he would be asking Planning Officers to look at the issue of building on flood plains and review policies as necessary.
- 53.28 Councillor Organ advised that the Joint Core Strategy was under review by the Inspector and the Council awaited the feedback. He stated that the matter of flooding was discussed frequently and that officers were very aware of the relevant concerns.

54. LOCAL COUNCIL TAX SUPPORT SCHEME

- 54.1 Council considered a report of the Cabinet Member for Performance and Resources seeking approval to retain the current Local Council Tax Support Scheme (LCTS) for 2016/17.
- 54.2 Councillor D. Norman moved the recommendations set out in the report. He explained that a review of claimants under the scheme had revealed that there had been a reduction, which had served to offset the reduction in funding received. He noted that the Council's major preceptors supported the Council's approach, but shared its concerns about the future cost of the scheme in light of further reductions in funding.
- 54.3 Councillor James seconded the motion.
- 54.4 **RESOLVED** - That the current Local Council Tax Support Scheme be adopted as the approved scheme for Gloucester City Council for 2016/17.

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55. CHANGE IN DISCOUNT LEVELS FOR CLASS C EMPTY PROPERTIES

- 55.1 Council considered a report of the Cabinet Member for Performance and Resources seeking approval to change the level of discount for Class C empty properties from 100% in the first month and 25% in subsequent 5 months, to 25% for the 6 months' period.
- 55.2 Councillor D. Norman moved the recommendation set out in the report and explained that the proposed change would generate an additional income of £25,000 for the Council. He noted that the majority of the District Councils in the City had also removed the 100% exemption.
- 55.3 Councillor James seconded the motion.
- 55.4 In response to a question from Councillor Smith concerning the Council's ability to use its own discretion to deviate from the policy in exceptional circumstances, such as extreme financial hardship, Councillor D. Norman advised that he was confident that the Council retained this discretion, but that he would confirm in a written response.
- 55.5 **RESOLVED** - That the current Local Council Tax Support Scheme be adopted as the approved scheme for Gloucester City Council for 2016/17.

56. GLOUCESTER PLAYING PITCH STRATEGY 2015-2025

- 56.1 Council considered a report of the Cabinet Member for Performance and Resources seeking the adoption of the revised Playing Pitch Strategy and Artificial Grass Pitch Strategy following a period of public consultation.
- 56.2 Councillor Organ moved the recommendations set out in the report and explained that the strategy had already been endorsed by the Planning Policy Sub-Committee and the Cabinet. He stated that the strategy demonstrated the Council's recognition of the importance of sport in the City and provided a framework for improvement and future provision. He noted that the consultation resulted in some minor amendments and explained that the Council would drive delivery of the strategy together with the delivery group formed of key stakeholders.
- 56.3 Councillor Taylor seconded the motion.
- 56.4 Councillor McLellan welcomed the strategy and stated that he hoped it would be successfully delivered.
- 56.5 Councillor Hilton thanked the Steering Group for including in the strategy clear guidance in respect of proposals for the former Civil Service Ground, which was owned by a developer. He encouraged the Council to continue efforts to bring the site back into use as a sports field and resist proposals for high-density residential development.
- 56.6 Councillor Tracey echoed calls to bring the former Civil Service Ground back into use and stated that residential development of the site would have a significant

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impact on infrastructure in the area. She suggested that the Council gave consideration to a compulsory purchase order.

56.7 Councillor Organ advised that the strategy would not be delivered overnight, but that the delivery group would oversee the implementation of the framework that had been developed. He noted the comments regarding the former Civil Service Ground and agreed that it would be preferable to retain the site as an open space, but as the Council did own the land, no guarantees could be given.

56.8 **RESOLVED –**

(1) That the Gloucester Playing Pitch Strategy 2015 – 2025, as provided at Appendix 3, and the Artificial Grass Pitch Strategy, as provided at Appendix 4, be adopted by the Council; and

(2) That an officer led Delivery Group be established for a period of three years from adoption of Gloucester Playing Pitch Strategy 2015 - 2025 and the Artificial Grass Pitch Strategy to monitor, evaluate and review the delivery of the strategies and related action plan as set out in paragraph 9.2, which shall report to the Cabinet on an annual basis.

57. 2016 REVIEW OF MEMBERS' ALLOWANCES

57.1 Council considered a report of the Chair of the independent Members' Allowances Panel concerning the 2016 review of the Council's Members' Allowances Scheme and seeking a decision on an appropriate scheme for the payment of allowances in 2016-17.

57.2 Councillor James acknowledged the recommendations of the Panel contained within the report and moved the following motion:

That the current Members' Allowances Scheme be adopted as the approved Scheme for 2016-17.

57.3 Councillor Dallimore seconded the motion.

57.4 Councillor James explained that the Council would not ordinarily seek to depart from the recommendations of the independent Panel, however, the consultation undertaken demonstrated that Members were happy with the scheme, therefore he saw no reason to amend it at the present time. He noted the Panel's proposal to remove the provision for annual indexation in line with the staff pay award and explained that as the hourly rate used in the formula was now out of date, there was no logic in preserving the formula. If the formula was updated, it would award Councillors a greater increase than that proposed for staff, therefore the most sensible approach was for current scheme to be adopted for 2016-17, including the retention of the annual indexation provision.

57.5 **RESOLVED -** That the current Members' Allowances Scheme be adopted as the approved Scheme for 2016-17.

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58. PROGRAMME OF MEETINGS, MAY 2016-NOVEMBER 2018

- 58.1 Council considered a report of the Democratic and Electoral Services Manager seeking approval for a two-year programme of ordinary meetings of Council and other meetings for the period of May 2016 to April 2018.
- 58.2 Councillor D. Norman moved the recommendation set out in the report and advised that the Council was required to approve a programme of meetings each year.
- 58.3 Councillor James seconded the motion.
- 58.4 Councillor Lugg noted that Airport Board meetings had been moved to the first Monday of each month.
- 58.5 Councillor Smith thanked officers for providing a two-year programme as it made it possible for Members' to plan much further ahead.
- 58.6 **RESOLVED** – That the two-year programme of ordinary meetings of Council and other meetings for the period of May 2016 to April 2018 be approved.

59. NOTICES OF MOTION

(1) Notice of Motion from the Labour Group

- 59.1 Moved by Councillor Hobbs and seconded by Councillor Smith:

“More than half of new homes built today are not big enough to meet the needs of the people who live in them. Research by the Royal Institute of Architects shows that houses are being built up to 25sq ft smaller than the recommended size for a three bed family home.

This County needs to build more housing, but these houses need to be built to the recommended space standards.

This Council:

1. Instructs the Planning Policy Committee to develop local planning policy which ensures all future houses are built to the recommended national space standards.
2. Seeks to ensure the minimum standard is applied to the Joint Core Strategy.

Calls on the MP to support a change in legislation through Parliament to make the recommended space standards be applied to all houses across the country.”

- 59.2 The motion was put to the vote and was lost.

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(2) Notice of Motion from the Labour Group

59.3 Moved by Councillor Haigh and seconded by Councillor Smith:

“This Council notes that the announcement by the Government in July to cut social housing rents by 1% for the next four years has made it tougher for Councils and housing associations to build more housing across the country.

Before the General Election the City MP advocated and worked towards the transfer of the Council’s housing stock to an independent housing association. He spoke at the time of the investment in existing and new social housing this would allow as the Council was unable to borrow to do this. Since the election this announcement on rents together with introduction of the Housing and Planning Bill has set out a Government policy that will result in fewer homes being available for affordable and social rent. This was also supported by the Housing Minister, Kris Hopkins MP, our City MP and the City’s Cabinet Member for Housing and Planning.

This Council believes that tackling the housing deficit will require an increase in supply across all tenures. We support measures that increase home ownership but there is also a need to provide homes for affordable and social rent. Investing in affordable housing for low wage earners and those on social housing waiting lists can help reduce the £24 billion annual housing benefit bill; boost employment in the construction industry; support local economies; and reduce the £2.5 billion cost of poor quality housing to the NHS. We believe the Bill does not support this aspiration.

This Council calls on the Leader and the Cabinet Member for Housing and Planning to write to the City MP asking what he is doing to ensure that all residents of the City will be able to access the homes they need in the future and that his response is published on the Council website.”

59.4 The motion was put to the vote and was lost.

(3) Notice of Motion from the Liberal Democrat Group

59.5 Moved by Councillor Hilton and seconded by Councillor McLellan:

“This Council expresses concern about the number of homeless people that have been sleeping rough on the streets of Gloucester this winter, particularly in the city centre.

This Council agrees that no-one should have to sleep rough on the streets of Gloucester and that this council should make provision for adequate emergency night shelter accommodation so that the homeless can be offered somewhere warm to stay overnight.

This Council, therefore asks, the Cabinet Member for Housing and Planning to report back to this Council with proposals to provide enhanced support to homeless people who arrive in Gloucester, ensuring that no-one has to sleep rough within the boundaries of this Council.”

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- 59.6 Councillor Organ moved the following amendment, which was seconded by Councillor James:

“This Council:

expresses concern about the number of homeless people that have been sleeping rough on the streets of Gloucester this winter, particularly in the city centre-;

~~This Council~~ agrees that no-one should have to sleep rough on the streets of Gloucester and that ~~this council should make~~ **there should continue to be** provision for adequate emergency ~~night shelter~~ accommodation so that the homeless can be offered somewhere warm to stay overnight-;

notes that many rough sleepers do have accommodation elsewhere and acknowledges that the decision to sleep rough is often as a result of complex personal issues;

~~This Council, therefore asks,~~ the Cabinet Member for Housing and Planning to report back to ~~this Council~~ **Members** with ~~proposals to provide enhanced support to homeless people who arrive in Gloucester, ensuring that no-one has to sleep rough within the boundaries of this Council~~ **details of the outreach service provided by St Mungos and proposals to secure additional emergency accommodation in partnership with other local authorities.”**

- 59.7 Councillor Hilton accepted the amendment.

- 59.8 The following motion, as amended, was put to the vote and was carried:

“This Council:

expresses concern about the number of people that have been sleeping rough on the streets of Gloucester this winter, particularly in the city centre;

agrees that no-one should have to sleep rough on the streets of Gloucester and that there should continue to be provision for adequate emergency accommodation so that the homeless can be offered somewhere warm to stay overnight;

notes that many rough sleepers do have accommodation elsewhere and acknowledges that the decision to sleep rough is often as a result of complex personal issues;

asks the Cabinet Member for Housing and Planning to report back to Members with details of the outreach service provided by St Mungos and proposals to secure additional emergency accommodation in partnership with other local authorities.”

- 59.9 The motion was put to the vote and was carried.

(4) Notice of Motion from the Conservative Group

COUNCIL
28.01.16

59.10 Moved by Councillor James and seconded by Councillor Noakes:

“This Council:

notes that 2016 is the 800th anniversary of the coronation of Henry III in Gloucester Cathedral and resolves to work with the Cathedral, Marketing Gloucester and other partners to maximise the benefits in social, cultural and economic terms of this important occasion;

notes the suggestion made on social media that Gloucester should petition to be granted Royal City status on the basis of the Henry III anniversary and the city’s many other royal connections and resolves to consult the public and key stakeholders, including the City MP, as to whether this suggestion should be pursued.”

59.11 Councillor Hilton moved the following amendment, which was seconded by Councillor McLellan:

“This Council:

notes that 2016 is the 800th anniversary of the coronation of Henry III in Gloucester Cathedral and resolves to work with the Cathedral, Marketing Gloucester and other partners to maximise the benefits in social, cultural and economic terms of this important occasion;

notes the suggestion made on social media that Gloucester should petition to be granted Royal City status on the basis of the Henry III anniversary and the city’s many other royal connections and resolves to **consider this at an all-party working group ahead of consulting** the public and key stakeholders, including the City MP, as to whether this suggestion should be pursued.”

59.12 Councillor James accepted the amendment.

59.13 The following motion, as amended, was put to the vote and was carried:

“This Council:

notes that 2016 is the 800th anniversary of the coronation of Henry III in Gloucester Cathedral and resolves to work with the Cathedral, Marketing Gloucester and other partners to maximise the benefits in social, cultural and economic terms of this important occasion;

notes the suggestion made on social media that Gloucester should petition to be granted Royal City status on the basis of the Henry III anniversary and the city’s many other royal connections and resolves to consider this at an all-party working group ahead of consulting the public and key stakeholders, including the City MP, as to whether this suggestion should be pursued.”

59.14 The motion was put to the vote and was carried.

**COUNCIL
28.01.16**

60. WRITTEN QUESTIONS TO CABINET MEMBERS

60.1 There were no written questions.

Time of commencement: 7.30 pm hours

Time of conclusion: 10.50 pm hours

Chair

Gloucester City Council

Meeting:	Cabinet Council	10 February 2016 25 February 2016
Subject:	Money Plan 2016-21 & Budget Proposals 2016-17	
Report Of:	Cabinet Member for Performance and Resources	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Jon Topping, Head of Finance jon.topping@gloucester.gov.uk	Tel: 01452 396242
Appendices:	1. Money Plan 2016 - 21 2. Budget Pressures & Savings 3. Savings Programme 4. 2016/17 – 2020/21 Capital Programme 5. Service Budget Summary Pages 6. Fees and Charges 2016-17 7. Budget Consultation	

FOR GENERAL RELEASE

1.0 PURPOSE OF REPORT

1.1 To review the Council's Money Plan for recommendation to Council.

2.0 RECOMMENDATIONS

2.1 **Cabinet** is asked to **RECOMMEND** that:

- (1) That the proposals for the 2016/17 budget included in this report be approved.
- (2) That the implementation of the target budget reductions set in the Money plan 2016/2021 be approved.
- (3) That it be noted that consultation has been undertaken on budget savings proposals to achieve the level of savings required in 2016/17.

2.2 **Council** is asked to **RESOLVE** that:

- (1) That the proposals for the 2016/17 budget included in this report be approved.
- (2) That the implementation of the target budget reductions set in the Money plan 2016/2021 be approved.
- (3) That it be noted that consultation has been undertaken on budget savings proposals to achieve the level of savings required in 2016/17.

3.0 BUDGET ASSESSMENT OF THE SECTION 151 OFFICER

3.1 In accordance with Section 25 of the Local Government Act 2003 the Chief Finance Officer (Section 151 Officer) must report on the following matters;

- 1) the robustness of the estimates made for the purposes of the calculations, and
- 2) the adequacy of the proposed financial reserves.

3.2 The Head of Finance as Section 151 Officer confirms the robustness of the calculations and the adequacy of the proposed financial reserves.

4.0 Introduction

4.1 The Money Plan sets out the Council's strategic approach to the management of its finances and presents indicative budgets and Council Tax levels for the medium term. It covers the General Fund Revenue Budget, the Capital Programme, and Earmarked Reserves. It also comments on the significant financial risks facing the Council in the forthcoming years and explains what the Council is doing to reduce those risks.

4.2 The main objectives of the Money Plan are to:

- explain the financial context within which the Council is set to work over the medium term;
- provide a medium term forecast of resources and expenditure;
- identify the financial resources needed to deliver the Council's priority outcomes;
- achieve a stable and sustainable budget capable of withstanding financial pressures;
- achieve a balanced base budget, minimising the use of balances to meet recurring baseline spending, with the general fund balance being maintained at a minimum of £1.6m by the end of the plan period;
- where possible, additional investment and spending decisions will be made to reflect Council priorities and strategic commitments, with disinvestment and budget savings being made in non-priority areas; and
- ensure capital financing is established at a level that maintains ongoing robustness in the capital programme

5.0 The Local Government Finance Environment

5.1 The Council's Money plan provides the framework within which revenue spending decisions can be made over the medium term. It is reviewed and updated on an annual basis to take into account any alterations that may be required as a result of changed circumstances. The Draft Money Plan covers a five year period up to 2020/21.

5.2 Local Government is facing the toughest financial outlook for many decades. The Local Government Finance Settlement in recent years has seen unprecedented reductions in formula grant.

Local Government Finance Settlement 2016/17

5.3 The provisional Local Government Finance Settlement 2016/17 was announced on December 17th 2015, with the final announcement on 8th February 2016. The

settlement provided allocations for 2016/17 and provided indicative figures up to 2019/20.

- 5.4 The settlement announced a new 'core spending power' measure. Core spending power is made up of the following elements;

Settlement Funding Assessments (SFA)

This is made up of;

- Revenue Support Grant
- Baseline Funding Level

The SFA also details level of Tariff on retained business rates and the Safety Net Threshold.

Instead of cutting all SFA by a set percent, government have taken into account the ability to raise council tax locally. There are now therefore four key variables;

- Funding reductions
- Split of reductions between tiers
- Council Tax Base
- Council Tax Rate

The settlement includes higher funding percent reductions for lower tier services (district councils), this is highlighted with the creation of the Improved Better Care Fund and the reduction in value to New Homes Bonus

Council Tax Requirement (CTR)

This figure excludes Parish precepts, but has been uplifted by average growth in council tax base between 2013/14 and 2015/16. This figure is also increased year by year based on Office Budget Responsibility forecast for CPI, an average of 1.75%. The core spending power assumes district councils will increase Band D council tax by whichever is the greater of £5 or 2%.

New Homes Bonus (NHB)

Actual allocations are used for 2016/17, and from 2017/18 future national amounts are allocated to authorities, these are at best indicative.

Consultation on the future of New Homes Bonus has also commenced with responses due in March 2016 to a series of questions regarding the future allocations. The consultation 'New Homes Bonus: Sharpening the Incentive' has a number of preferred outcomes and alternative outcomes. The revised plan is based upon prudent assumptions from this consultation.

- 5.5 The Autumn Statement confirmed that by the end of the current Parliament all government grant will be replaced by 100% retention of business rates. The settlement provided no further details on the proposed move to 100% Business Rates Retention. At this stage the money plan assumes no better or worse off as a result of 100% retention

5.6 Fixed Funding Offer

Government has stated that it will offer any council that wishes to take it up a four year funding settlement. We will need to request this and have an efficiency plan in place, though the government has not yet stated what such a plan should look like.

It is important to note that the government have qualified the offering by stating that final grant determinations (of the funding figures produced) in future years will still be subject to change as the business rates multiplier changes; for future changes such as transfer of functions, mergers etc. The government also says future years could change owing to unforeseen events but does not indicate if this includes unforeseen economic events such as failing to meet its fiscal targets for a budget surplus.

The government has not indicated what the formal process for this request is; who from the council should request the future years' settlement; what the timetable for the request is; what approval process is required in a council; whether a request can be rescinded if there is political change at a local authority.

When these details are announced a decision on whether to accept this offer will then be made. Details on the 4 year settlement have still not been released however it was announced that authorities will need to apply by 14th October 2016. Once details are announced of the offer this will be assessed and decision made if the Council is to apply.

6. Business Rates Retention

Business Rates and the Gloucestershire Business Rates Pool

- 6.1 The localised regime on Business Rates took effect in April 2013. Gloucester City is part of a Gloucestershire Business Rates Pool, set up as a mechanism to retain more Business Rates growth funding within the Gloucestershire area and to support economic growth within the area of the Local Enterprise Partnership.
- 6.2 Members will be aware of the Virgin Media issue and the impact that backdated appeals have had on a number of Local Authorities who have Virgin Media on their rating list. Tewkesbury Borough Council is one of those affected and had to refund £10.7m to Virgin Media in 2014/15. This resulted in a safety net payment of £3.9m to Tewkesbury from the Pool leaving the Pool in deficit by £2.3m. All Pool members were required to make a contribution to cover the deficit.
- 6.3 Since then, Virgin Media submitted a request for a single listing. This is very likely to mean further significant losses for Tewkesbury BC and ultimately the Gloucestershire Pool. It is for this reason only that Tewkesbury has agreed to withdraw from the pool at the end of this financial year to mitigate the risk of further losses falling on the Pool and its members.
- 6.4 Cabinet resolved that the current Gloucestershire Business Rates Pool be dissolved and a new pool be established for the financial year 2016-17 excluding Tewkesbury Borough Council.
- 6.5 Stroud District Council as the lead authority notified DCLG on the 30th October 2015 as follows;

- i. The Gloucestershire Business Rates Pool in its current form will be dissolved on 31st March 2016.
- ii. A new pool will be formed from 1st April 2016 of all current pool members with the exception of Tewkesbury Borough Council.

6.6 Cabinet's strategy is to continue as a pool member in the reformed pool and to include growth in Business Rates income as a funding source in the Money Plan from 2016/17 onwards, as part of its priority to safeguard the delivery of Council services.

6.7 Any additional growth arising as a result of pool membership is not guaranteed and is therefore not included in the base budget. Any growth from pooling will be allocated to a reserve at the end of the financial year once the loss incurred to the general fund at the end of 2014/15 has been recovered.

7. General Fund Revenue Budget - Principles and Key Assumptions

7.1 The principles underpinning the proposed revenue strategy are:

- i. Annually, a balanced revenue budget will be set with expenditure limited to the amount of available resources;
- ii. No long term use of balances to meet recurring baseline expenditure;
- iii. Resources will be targeted to deliver Corporate Plan priorities and value for money. Any additional investment and spending decisions will be made to reflect Council priorities and strategic commitments.
- iv. Maintaining the General Fund balance at a minimum level of £1.6m.
- v. Council Tax increases are kept to a minimum.
- vi. Year on year savings targets to be met by ongoing efficiency gains, income generation and service transformation.

7.2 **Table 1** below, lists the major **assumptions** that have been made over the five years of the strategy:

Table 1	2016/17	2017/18	2018/19	2019/20	2020/21
Council Tax base growth	0.75%	0.75%	0.75%	0.75%	0.75%
Council Tax inflation	£5	£5	£5	£5	1.99%
Interest Rates (Earned)	0.5%	1.0%	1.50%	2.00%	2.00%
Inflation – Pay	1%	1%	1%	1%	2%
Inflation – contracts	2.5%	2.5%	2.5%	2.5%	2.5%
Inflation – other income	2.5%	2.5%	2.5%	2.5%	2.5%

8. Revenue Budget Increases

Pay and Prices Increases

8.1 A 1% pay award allowance has been included for the first four years of the plan (2016/17 to 2019/20) in line with the budget announced in July 2015. Thereafter a provision for a 2% award is included. It should be noted that pay awards in local government are covered by collective bargaining between employers and trade unions and is not subject to direct control from central government. However it is reasonable to assume that local government will mirror what happens in the rest of the public sector.

- 8.2 In addition to the increases to reflect employee pay awards, provision has also been made to meet on going additional payments to the pension fund required from the employer to recover the deficit.
- 8.3 The pension fund is subject to a triennial actuarial valuation, the most recent of which has been undertaken by Hymans Robertson LLP during 2013, on behalf of Gloucestershire County Council, the pension fund administrator. A £255k increase has been included for 2016/17 with the same provision in each subsequent year.
- 8.4 Prices inflation has been included on selected non-pay items, namely contractual obligations. All other inflationary increases are expected to be absorbed within base budget which represents a real time reduction through efficiency gains.
- 8.5 Prices inflation is included on selected fees and charges at 2.5% p.a. The exceptions are car park income, which is frozen at existing levels. Fees and Charges for 2016/17 are detailed in **Appendix 6**

Cost Pressures and Savings

- 8.6 Cost pressures are included in **Appendix 2** and total £962k.
- 8.7 Significant cost pressures that have been highlighted through budget monitoring are highlighted at Appendix 2. Some key pressures are highlighted below;
- Increased National Insurance contributions.
 - Reduced Re-cyclate Income
 - Reduction in Housing Benefit Administration Grant
 - Increased Members Allowances as a result of boundary review
- 8.8 The budget savings identified in Appendix 2 for 2016/17 relate to the agreed management fee reductions with the councils leisure Trust partner Aspire. These reductions are in the plan up to and including 2018/19.

8. Efficiency Savings

- 9.1 The Draft Money Plan forecasts indicate the need for a continued delivery of savings in each year of the Plan.
- 9.2 In February 2015, Council approved the implementation of the target savings for the Money Plan 2015-20. In addition to savings in previous years further savings of £1.27m in 2015/16 were included.
- 9.3 With the inclusion of assumed settlement figures for 2016/17 and the assumption of further formula grant reductions over the life of the plan, further savings will be required. The financial gap is £0.547m in 2016/17 which rises to £2.835m by 2020/21.
- 9.4 The savings details are summarised on a cumulative basis in **table 3** below:

Table 3	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Savings required in year	547	1,095	692	442	59
Cumulative efficiency Savings	547	1,642	2,334	2,776	2,835

Targeted Savings	607	1,500	1,000	500	50
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- 9.5 The Local Government Finance Settlement 2016/17 has highlighted that the Council will be required to make significant additional savings, particularly in the years 2017/18 and 2018/19. To enable delivery the plan assumes that savings will be front loaded in these years.
- 9.6 Due to the high levels of further savings required proposed details of potential savings will be reported to Cabinet in autumn 2016. This will enable detailed planning to be undertaken to ensure delivered in a timely manner.
- 9.7 Specific actions to achieve the targeted savings will need to be approved as part of the Council's annual budget setting process in each financial year. **Appendix 3** highlights targeted savings for 2016/17.
- 9.8 The efficiencies and budget savings target for 2015/16 was £1.27m. Whilst there has been some slippage in implementation of the savings during the year, the full-year impact of the changes will be fully achieved in 2016/17

10. Overall Costs

- 10.1 With the targeted savings included from Table 3, the total costs of the Council, (the "Net Budget Requirement"), falls over the five year period of the Draft Money Plan. The total costs fall from £17.056m in 2016/17 to £14.475m in 2020/21. Any further spending pressures identified in addition to those detailed in **Appendix 2**, over the five year period of the Draft Money Plan, will need to be funded by additional savings.
- 10.2 Draft summary budget pages for each service are detailed in **Appendix 5**.

11. Revenue Funding

Formula Grant / Localised Business Rates / Revenue Support Grant

- 11.1 Our current grant from Government for 2015/16 comprises two formula driven components - Revenue Support Grant (RSG) and a retained Business Rates target.
- 11.2 The current assumed settlement for 2016/17 is expected to have RSG at £1.860m and business rates at £4.000m providing a total of £5.860m.
- 11.3 The indicative figures for RSG see this reducing to £0.009m by 2019/20.

New Homes Bonus

- 11.4 New Homes Bonus is a grant that commenced in the 2011/12 financial year and is effectively a reward for increasing the number of properties within an area. Whereas previously an increase in the Council Tax base is essentially offset by a reduction in formula grant, central government intends to match-fund the additional Council Tax for each new home for a period of six years.
- 11.5 New Homes Bonus is a significant source of funding for Gloucester City Council. The Council will receive New Homes Bonus in 2016/17 of £3.823m.

11.6 The Council currently utilises 100% of New Homes Bonus received to fund the Net Budget Requirement and therefore support the general fund. As highlighted earlier in the plan, the level of New Homes Bonus will reduce significantly over the life of the plan. New Homes Bonus is expected to reduce to £2.250m by 2018/19.

Council Tax & Council Tax Freeze Grant

11.7 The Council has frozen Council Tax since 2011/12 and the Government has provided a Council Tax Freeze Grant at various percentage levels.

11.8 In 2012/13 freeze grant was again provided at 2.5%, but this was for one year only. As part of the 2013/14 settlement freeze grant was provided at 1% for two years - 2013/14 and 2014/15. A further freeze grant of 1% was awarded for 2015/16. There is no freeze grant for 2016/17.

11.9 The Local Government Finance Settlement 2016/17 has included Council Tax Requirement (CTR) as part of the Councils 'Core Spending Power'. CTR is assumed to grow as part of the settlement as follows;

- based upon an average growth in council tax base, based upon the years 2013/14 to 2015/16,
- and also increase by an assumed growth based upon CPI at an average of 1.75%.
- assumed increase of £5 or 2% whichever the greater

Therefore to maintain CTR in line with government assumptions the minimum year on year increase should in line with bullet points above.

11.10 The Government has reaffirmed that if the level of Council Tax rise is greater than 2% or £5, whichever being the higher, a referendum would be required. The Money Plan assumes an increase in Council Tax of £5 for first four years of the plan.

12. General Fund Balance

12.1 The estimated level of the general fund balance in each financial year is shown in **Appendix 1**.

12.2 It should also be noted, that although £1.600m is considered an appropriate level of general fund balances to retain each year, the position should be reviewed if the Council delivers a budget surplus at year end. The level of savings required over the next few years, is likely to be so significant, that an opportunity to phase the transition by increasing and then utilising general fund balances, could be considered.

12.3 In the financial year 2016/17 there is no proposed draw from the general fund to provide a balanced budget.

13.0 Capital Programme and Capital Financing

13.1 The key financial details on capital expenditure and financing in the revised money plan for the 5 years from 2016/17, are shown in detail at **Appendix 4**, and summarised below:

1. Capital programme expenditure of £16.986m. Some key projects are, The Kings Quarter Development, City Centre Investment, ICT Projects and externally financed housing projects.
2. Capital financing comprises grants, Capital receipts and borrowing.

13.2 The majority of capital financing will be funded through external grants and borrowing. The future financial commitments will be approved based on specific income generating, or revenue saving business cases to fund the cost of the borrowing. The main exceptions to this policy will be essential works on the Council's buildings, which will result in a reduced maintenance liability or potential increase in asset value.

13.3 Wherever possible and desirable, additional one-off capital investments on a business case basis will be made, providing corporate objectives are delivered, and financing is available and affordable within existing budgets, or preferably with the provision of a "spend to save" revenue saving on existing budgets.

13.4 The strategy on borrowing is to ensure that any borrowing is only undertaken on a business case basis, and is affordable and paid off over the life of the asset.

13.5 **Appendix 4** shows the proposed capital budgets for 5 years from 2016/17 incorporating any carried forward capital budgets and new, approved schemes. The capital programme will be updated for any future additions, such as Kings Quarter further development, subject to the required level of approval being made.

14.0 Budget Consultation

14.1 The Council's budget consultation for 2016/17 has used an on-line interactive budget survey developed with Govmetric, a link to which has been available on the Council's website. Leaflets were also available from the reception at the City Council offices at the Docks, GL1, Oxstalls Sports Park, the Guildhall, and at the City and Folk museums.

14.2 Any callers to the Council by telephone during the consultation period were also given the opportunity to take part in the survey by customer services staff.

14.3 Throughout this process, views of the public and other partners/stakeholders have been sought on the Council's financial plans including levels of spending, potential efficiencies and budget savings, as well as opinions on the level of Council tax increases and other fees and charges.

14.4 In addition to the financial appendices, this report also includes the results of the consultation summarised at **Appendix 7**.

15.0 Earmarked Reserves

15.1 The Council has limited earmarked reserves with the balance at 31 March 2015 being £2.121m consisting of;

- | | |
|------------------------------|---------|
| • Insurance reserve | £0.010m |
| • Historic buildings reserve | £0.053m |
| • Portfolio reserve | £0.022m |
| • Shopmobility reserve | £0.029m |

• Members Allocation reserve	£0.014m
• 3 Choirs reserve	£0.005m
• Pension contingency	£0.275m
• Repairs reserve	£0.400m
• Environmental reserve	£1.000m
• Regeneration reserve	£0.313m

15.2 Where earmarked reserves are not ring fenced for a specific use such as the regeneration reserve, then if necessary, these reserves may potentially be used to support the general fund.

16.0 Alternative Options Considered

16.1 The Council must set a budget in time to start collecting Council tax by 1st April 2016. Alternative proposals put forward for budget savings will be considered as part of this process.

17.0 Conclusions

17.1 This report has outlined the proposed approach to further build on the Council's budget consultation arrangements to inform the 2016/17 budget setting process.

18.0 Legal Implications

18.1 Legislation places a duty on the Council, as the Billing Authority, to calculate its budget requirement for 2016/17. The Council also has a statutory requirement to set a balanced budget.

19.0 Risk & Opportunity Management Implications

19.1 Covered in the report. The budget is prepared based on the information available at the time of writing. The budget pressures facing the Council have, as far as possible, been built into the budget.

19.2 The risks are set out more fully in the report but in summary centre around the continuing economic situation and the possible impact this is likely to have on the public sector, changes to Government funding in future years and the level of the Council's spend from 2016/17 onwards.

19.3 In addition to the risks identified in the report, a list of additional identified risks for both the Draft Money Plan and the Budget for 2016/17, along with the mitigations is also shown below:

Risk Identified	Inherent Risk Evaluation		Proposed measures	Residual Risk Evaluation	
	Risk Score			Risk Score	
<ul style="list-style-type: none"> ▪ Employee related costs will be more than assumed ▪ Other costs will be more than assumed 	Risk Score	6	<ul style="list-style-type: none"> ▪ Figures based on known commitments and estimated future costs. Any further pressures will need to be matched by additional identified savings. 	Risk Score	4
		8			4
<ul style="list-style-type: none"> ▪ Pension fund contributions will be higher than expected. 	Risk Score	8	<ul style="list-style-type: none"> ▪ The financial plan will continue to be reviewed and updated annually for a three year period, based on known changes and informed by the most recent actuarial triennial valuation. 	Risk Score	4
<ul style="list-style-type: none"> ▪ Planned budget reductions will not be achieved ▪ Impact of Legislative changes on Councils ongoing costs 	Risk Score	12	<ul style="list-style-type: none"> ▪ Close monitoring of budgets will be carried out in each financial year. ▪ Continuous monitoring of service pressures and ongoing focus on preventative support. ▪ Previously agreed changes to Council, tax exemptions and discounts, to help fund the shortfall in financing for local support of Council tax. 	Risk Score	6
		6			4
<ul style="list-style-type: none"> ▪ Income from fees, charges and other sources will not be as high as planned 	Risk Score	12	<ul style="list-style-type: none"> ▪ Close monitoring of income budgets will be carried out in each financial year. 	Risk Score	8
<ul style="list-style-type: none"> ▪ Timing of Capital Receipts will be later than anticipated or lower than estimated ▪ Timing of Capital payments may be earlier than estimated 	Risk Score	8	<ul style="list-style-type: none"> ▪ Close monitoring of the timing and payments of capital expenditure/income will be carried out in each financial year. Alternative savings will be identified, or contingency arrangements agreed 	Risk Score	4

20.0 People Impact Assessment (PIA):

20.1 People Impact Assessments have been carried out for each line of the budget savings, to ensure that all relevant considerations are taken into account.

21.0 Other Corporate Implications

1. Community Safety
None
2. Environmental

- None
- 3. Staffing
The budget reductions and efficiency savings will result in a net reduction in staff, which could include possible redundancies.
- 4. Trade Union
Ongoing discussions with the Trade Union on both the money plan and budget represent a key element of the overall consultation process.

Background Documents:

Money Plan 2015-20, February 2015

MONEY PLAN 2016-21

	1	2	3	4	5
	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
1. BASE BUDGET b/fwd	15,969	16,449	15,068	14,199	14,095
Pay and Price Increases					
Employees pay awards	82	83	83	84	170
Employers Increased Pension Costs	255	255	255	255	255
Price Increases	200	150	150	150	150
Income Inflation	(84)	(88)	(91)	(93)	(95)
Revised Base Budget	16,422	16,848	15,466	14,595	14,575
Cost Pressures/Savings					
Ongoing base pressures	962	80	(20)	0	0
Ongoing base savings	(328)	(360)	(247)	0	(100)
	634	(280)	(267)	0	(100)
2. NET BUDGET REQUIREMENT	17,056	16,568	15,199	14,595	14,475
Sources of Finance					
Revenue Support Grant	1,860	1,092	616	9	
Business Rates Retention	4,000	4,378	4,452	4,466	4,533
Grant to support freeze in council tax					
Revised New Homes Bonus	3,823	3,041	2,250	2,250	2,250
Transitional Grant	10	10			
Council Tax Surplus	96				
Council Tax	6,720	6,953	7,189	7,428	7,633
3. TOTAL SOURCES OF FINANCE	16,509	15,474	14,507	14,153	14,416
Budget Shortfall	(547)	(1,095)	(692)	(442)	(59)
4. PROPOSED BUDGET SAVINGS	607				
Revised Budget (Shortfall)/Surplus	60	(1,095)	(692)	(442)	(59)
5. FUTURE CHANGES					
Efficiency/Transformation/Income Generation	0	1,500	1,000	500	50
Revised Budget (Shortfall)/Surplus	60	405	308	58	(9)
REVISED NET BUDGET REQUIREMENT c/fwd	16,449	15,068	14,199	14,095	14,425
6. GENERAL FUND BALANCE					
Opening Balance	1,603	1,663	2,068	2,376	2,434
Contribution to/(from) General Fund	60	405	308	58	(9)
Closing Balance	1,663	2,068	2,376	2,434	2,425
Cumulative Savings Required	(547)	(1,642)	(2,334)	(2,776)	(2,835)

Description

2016/17 2017/18 2018/19 2019/20 2020/21

Ongoing base budget increases

National Insurance Contributions	168				
Salary Budgets	100				
Various smaller cost pressures	55				
Insurance Premium	20				
Drainage Levy	8				
Members Allowance (boundary review)	18				
Cultural Strategy - Arts Council Match Funding	20		(20)		
Income from Recyclates	300				
Reduction HB Admin Grant	100				
Recharge to GCH	40				
Joint Core Strategy / City Centre Plan	53				
Minimum Revenue Provision	80	80			
Total ongoing Cost Pressures	962	80	(20)	0	0

Budget Savings

Amortisation of Financial Instruments Reduction Account					(100)
Interest Payable	(115)		20		
Bus Station Income	(13)				
JCS Budgets		(160)	(10)		
Agreed Aspire Management Fee Reductions	(200)	(200)	(257)		
Total Ongoing savings	(328)	(360)	(247)	0	(100)
Total	634	(280)	(267)	0	(100)

Portfolio	Service	Details: aim of the project	2016/17 £000	Comments
Cabinet Member for the Environment	Cemeteries and Crematorium	Building additional income achieved into the base budget and review of crematorium charging structure	(100)	£50k will be delivered through higher income levels that have been achieved which can now be incorporated into service budgets and are expected to be recurring. A further £50k will be delivered through a review of the charging structure
	Neighbourhood Services	Roundabout advertising and advertising on signs	(18)	These additional income streams will commence during 2015/16 and are expected to deliver the required income levels in 2016/17
	Public Protection	Stray Dog service being managed through Worcestershire Regulatory Services	(12)	This service was approved and will commence during 2015/16 and will therefore deliver the required savings in 2016/17
	Neighbourhood Services	Amey contract review, on-going project from 2013/14 with requirement to identify further savings	(200)	The saving target for 2015/16 was been reduced by £200k which has been moved to 2016/17. This change reflects the expected delivery timescales of the savings. The full challenge of these savings are recognised, and further close work with our delivery partner continues to enable delivery
Cabinet Member for Housing, Health & Leisure	Various	Efficiencies against current budgets	(35)	Review and monitoring of budget requirements in year by services has highlighted where current budget levels are no longer required to deliver. Within this portfolio this is from the homelessness service and further efficiency following housing stock transfer
Cabinet Member for Communities & Neighbourhoods	Various	Efficiencies against current budgets	(8)	Review and monitoring of budget requirements in year by services has highlighted where current budget levels are no longer required to deliver. Within this portfolio this is Public Space Protection Orders
	Environmental Protection	Charging for inspection of abandoned vehicles	(3)	Introduction of charge for inspection abandoned vehicles
	Environmental Protection	Shared working on contaminated land	(5)	Ongoing work identifying shared working opportunity
Cabinet Member for Regeneration	Asset Management	Restructure of service	(5)	Further service restructure implemented in 2015/16 will deliver on-going saving during 2016/17

Portfolio	Service	Details: aim of the project	2016/17 £000	Comments
Cabinet Member for Performance & Resources	Human Resources	Shared Service for Human Resources service with Gloucestershire County Council	(54)	Shared Service went live in November 2015, full budget savings will be delivered in 2016/17
	Contact Centre	Introduction of charges for street naming and numbering	(30)	This service was approved and will commence during 2015/16 and are expected to deliver the required income in 2016/17
	Financial Services	Adjustment of Minimum Revenue Provision	(100)	Use of Capital Receipts to finance prior years capital expenditure previously financed by borrowing. This will be a direct saving to the general fund.
	Various	Efficiencies against current budgets	(32)	Review and monitoring of budget requirements in year by services has highlighted where current budget levels are no longer required to deliver. Within this portfolio these are postage savings and efficiencies identified in democratic services
	Customer Services	Council Advertising Network	(5)	This service was approved and will commence during 2015/16 and are expected to deliver the required income in 2016/17
TOTAL			(607)	
SAVINGS REQUIRED			(607)	
Contribution to General Fund			(0)	

Scheme	Capital Programme						Scheme details
	2016 / 17 £000	2017 / 18 £000	2018 / 19 £000	2019 / 20 £000	2020 / 21 £000	2016 - 2021 £000	
Kings Quarter development	6,670	900	0	0	0	7,570	Project costs associated with Kings Quarter development
City Centre Investment Fund	975	54	0	0	0	1,029	Regeneration within the City Centre, larger projects include Museum phase 2, car parking improvements and Tourist Information Centre relocation.
HCA Regeneration Grant money	79	0	0	0	0	79	Grant funded regeneration in greater Blackfriars area
GCC Building Improvements	290	100	100	100	100	690	Project funding to ensure GCC buildings remain fit for purpose
Voltage Optimisation - Main Buildings	45	0	0	0	0	45	Project to reduce energy costs across Council buildings
ICT Projects	400	300	0	100	100	900	Maintain Council ICT infrastructure / capability. Will include Windows 7 upgrade and device refresh across the authority.
Eastgate Rooftop Carpark Improvements	715	0	0	0	0	715	Essential work on Car Park including resurfacing project. Includes Disabled Facilities Grant which is DCLG funded. Changes to funding arrangements would alter this element of the budget.
Housing projects	622	557	557	557	557	2,850	Other housing projects include Housing Market Partnership Grant to improve affordable Housing in Gloucester which is a brought forward budget. The Safe at Home and Warm and Well schemes are also included in Housing.
Drainage and Flood Protection Works	402	175	0	0	0	577	Flood Protection Capital Fund - External grant funded projects to assist with flood protection.
Townscape Heritage Initiative - HLF	300	300	285	0	0	885	Grant funded improvements to Southgate Street, recent work includes building improvements
Ranger Centre Barns/Storage	67	0	0	0	0	67	Creating storage facilities for Countryside Unit.
Rowing Club Boathouse	50	0	0	0	0	50	City Council contribution to new boat house.
Horsbere Brook Local Nature Reserve works	19	19	19	19	19	93	Nature Reserve works, part funded by Environment Agency. Project is into 2nd year of 10 year programme.
Play Area Improvement Programme	60	60	60	60	60	300	Concurrent funding improving City play areas
Crematorium Cremator Improvements	45	0	45	0	45	135	Funding to ensure maintenance of crematorium infrastructure
Hempsted Way Play Area S106	451	0	0	0	0	451	
Barton & Tredworth Public Open Space works S106	182	0	0	0	0	182	
Matson & Robinswood Play Areas S106	125	0	0	0	0	125	
Westgate Leisure Area S106	60	0	0	0	0	60	
Green Farm S106	75	0	0	0	0	75	
Other Grant Funded Projects (incl S106)	84	11	11	0	0	107	
Total	11,717	2,476	1,077	836	881	16,986	

Financing Source	Capital Financing					
	2016 / 17 £000	2017 / 18 £000	2018 / 19 £000	2019 / 20 £000	2020 / 21 £000	2016 - 2021 £000
Lottery Grants	240	240	225	0	0	705
External Grants (other)	7,676	1,579	504	492	492	10,744
Section 106	945	0	0	0	0	945
Capital Receipts	2,856	657	0	0	0	3,513
Borrowing	0	0	348	343	388	1,080
Sub total	11,717	2,476	1,077	836	881	16,986

Note: Income generated from Kings Quarter acquisitions will offset project borrowing costs for 2016/17 to 2018/19. Project funding includes £3m interest free GIIF loan repayable 31/12/18.

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Gloucester **City Council**

REVENUE BUDGET

2016/17

GENERAL FUND SUMMARY 2016/17

Gloucester City Council	Proposed Budget 2016/17	Regeneration and Economy	Communities and Neighbourhoods	Performance and Resources	Environment	Culture and Leisure	Housing and Planning
Service Expenditure / Income							
Employees	8,436,200	1,353,800	926,800	2,071,700	1,166,800	941,500	1,975,600
Premises	2,898,800	1,941,900	87,700	0	475,400	205,800	188,000
Transport	86,300	3,200	5,000	22,800	47,300	3,400	4,600
Supplies and Services	13,297,100	204,300	126,600	5,026,800	5,746,200	1,345,400	847,800
Third Party Payments	43,001,100	253,500	315,500	42,138,500	58,400	235,200	0
Capital Charges	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Expenditure Total	67,719,500	3,756,700	1,461,600	49,259,800	7,494,100	2,731,300	3,016,000
Contributions	0	0	0	0	0	0	0
Fees and Charges	(6,257,400)	(2,320,200)	(316,700)	(75,200)	(2,576,300)	(197,200)	(771,800)
Rents and Lettings	(2,019,000)	(1,809,000)	0	(25,000)	0	0	(185,000)
Grant Income	(43,595,500)	0	0	(43,464,700)	(58,900)	0	(71,900)
Sales Income	(1,351,600)	(37,600)	0	0	(270,100)	(1,043,900)	0
Other Income	(1,783,700)	(583,100)	0	(537,300)	(393,400)	(3,100)	(266,800)
Income Total	(55,007,200)	(4,749,900)	(316,700)	(44,102,200)	(3,298,700)	(1,244,200)	(1,295,500)
Service Expenditure	12,712,300	(993,200)	1,144,900	5,157,600	4,195,400	1,487,100	1,720,500
Corporate Expenditure / (Income)							
Interest Payable	467,100						
Interest Receivable	(45,800)						
Corporate Pension Contribution	2,566,800						
Minimum Revenue Provision	660,200						
Transfers to Earmarked Reserves	61,000						
Insurance Provision	60,000						
Council Tax Support to Quedgely PC	27,400						
Net Operating Expenditure	16,509,000						
Council Tax Precept	(6,816,000)						
Transition Grant	(10,000)						
Retained Business Rates	(4,000,000)						
Revenue Support Grant	(1,860,000)						
New Homes Bonus	(3,823,000)						
Net Council Position	0						

Regeneration and Economy Portfolio

Regeneration and Economy	Asset Management and Economic Development				
	Proposed Budget 2016/17	Senior Management 2016/17	Economic Development 2016/17	Parking 2016/17	Markets and Street Trading 2016/17
Employees	1,353,800	358,400	874,600	48,700	72,100
Premises	1,941,900	0	673,600	1,095,800	172,500
Transport	3,200	1,600	1,400	0	200
Supplies and Services	204,300	3,800	130,100	42,800	27,600
Third Party Payments	253,500	0	13,500	240,000	0
Capital Charges	0	0	0	0	0
Other Charges	0	0	0	0	0
Expenditure Total	3,756,700	363,800	1,693,200	1,427,300	272,400
Internal Recharges Net Total	0	0	0	0	0
Contributions	0	0	0	0	0
Fees and Charges	(2,320,200)	0	(57,100)	(2,221,300)	(41,800)
Rents and Lettings	(1,809,000)	0	(1,809,000)	0	0
Grant Income	0	0	0	0	0
Sales Income	(37,600)	0	(33,800)	0	(3,800)
Other Income	(583,100)	(75,900)	0	(31,000)	(476,200)
Income Total	(4,749,900)	(75,900)	(1,899,900)	(2,252,300)	(521,800)
Service Expenditure	(993,200)	287,900	(206,700)	(825,000)	(249,400)

Economic Development and Asset Management	Proposed Budget 2016/17
Employees	874,600
Premises	673,600
Transport	1,400
Supplies and Services	130,100
Third Party Payments	13,500
Capital Charges	
Other Charges	
Expenditure Total	1,693,200
Internal Recharges Net Total	
Contributions	
Fees and Charges	(57,100)
Rents and Lettings	(1,809,000)
Grant Income	
Sales Income	(33,800)
Other Income	
Income Total	(1,899,900)
Service Expenditure	(206,700)

Service Manager

Anthony Hodge

Portfolio

Regeneration and Economy

Portfolio Holder

Councillor Paul James

Summary By Service Area 2016-17	Total Expenditure	Total Income	Net
Economic Development	376,000	0	376,000
Asset Management	1,317,200	(1,899,900)	(582,700)
Net Service Expenditure	1,693,200	(1,899,900)	(206,700)

Parking	Proposed Budget 2016/17
Employees	48,700
Premises	1,095,800
Transport	0
Supplies and Services	42,800
Third Party Payments	240,000
Capital Charges	
Other Charges	
Expenditure Total	1,427,300
Internal Recharges Net Total	
Contributions	
Fees and Charges	(2,221,300)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	(31,000)
Income Total	(2,252,300)
Service Expenditure	(825,000)

Service Manager
Portfolio
Portfolio Holder

Anthony Hodge
Regeneration and Economy
Councillor Paul James

Summary By Service Area 2016-7	Total Expenditure	Total Income	Net
Off Street Car Parks	1,344,500	(2,207,000)	(862,500)
Castlemeads staff car park	82,800	(45,300)	37,500
Net Service Expenditure	1,427,300	(2,252,300)	(825,000)

Markets and Street Trading	Proposed Budget 2016/17
Employees	72,100
Premises	172,500
Transport	200
Supplies and Services	27,600
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	272,400
Internal Recharges Net Total	
Contributions	
Fees and Charges	(41,800)
Rents and Lettings	
Grant Income	
Sales Income	(3,800)
Other Income	(476,200)
Income Total	(521,800)
Service Expenditure	(249,400)

Service Manager

Lisa Jones

Portfolio

Regeneration and Economy

Portfolio Holder

Councillor Paul James

Summary By Service Area 2016-17	Total Expenditure	Total Income	Net
Farmers Market	0	(5,000)	(5,000)
Eastgate Market	173,900	(358,000)	(184,100)
Kings Square Market	1,700	(20,000)	(18,300)
Hempsted Market	47,400	(86,000)	(38,600)
Street Trading Licenses	49,400	(52,800)	(3,400)
Net Service Expenditure	272,400	(521,800)	(249,400)

Performance and Resources Portfolio

Performance and Resources	Financial Services and Business				Shared Services 2016/17	Contact Centre 2016/17	Democratic Services 2016/17
	Proposed Budget 2016/17	Improvement 2016/17	Revenues and Benefits 2016/17	IT 2016/17			
Employees	2,071,700	795,700	69,800	0	193,800	646,100	366,300
Premises	0	0	0	0	0	0	0
Transport	22,800	1,000	200	200	300	9,300	11,800
Supplies and Services	5,026,800	266,800	1,798,000	1,445,600	877,400	75,300	563,700
Third Party Payments	42,138,500	0	42,138,500	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Expenditure Total	49,259,800	1,063,500	44,006,500	1,445,800	1,071,500	730,700	941,800
Internal Recharges Net Total	0	0	0	0	0	0	0
Contributions	0	0	0	0	0	0	0
Fees and Charges	(75,200)	(12,500)	0	(27,700)	0	(35,000)	0
Rents and Lettings	(25,000)	(25,000)	0	0	0	0	0
Grant Income	(43,464,700)	0	(43,285,300)	0	(85,000)	0	(94,400)
Sales Income	0	0	0	0	0	0	0
Other Income	(537,300)	0	(537,300)	0	0	0	0
Income Total	(44,102,200)	(37,500)	(43,822,600)	(27,700)	(85,000)	(35,000)	(94,400)
Service Expenditure	5,157,600	1,026,000	183,900	1,418,100	986,500	695,700	847,400

Financial Services	Proposed Budget 2016/17
Employees	795,700
Premises	
Transport	1,000
Supplies and Services	266,800
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	1,063,500
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(12,500)
Rents and Lettings	(25,000)
Grant Income	0
Sales Income	0
Other Income	
Income Total	(37,500)
Net Service Expenditure	1,026,000

Service Manager
Portfolio
Portfolio Holder

Jon Topping
Performance and Resources
Councillor David Norman MBE

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Head of Finance	90,300		90,300
Financial Services	400,900	(12,500)	388,400
Business Improvement	272,900	0	272,900
Treasury Management	109,600		109,600
Procurement	59,400	0	59,400
Corporate expenses	130,400		130,400
Airport Rents	0	(25,000)	(25,000)
Net Service Expenditure	1,063,500	(37,500)	1,026,000

Revenues and Benefits	Proposed Budget 2016/17
Employees	69,800
Premises	
Transport	200
Supplies and Services	1,798,000
Third Party Payments	42,138,500
Capital Charges	
Other Charges	0
Expenditure Total	44,006,500
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	0
Rents and Lettings	0
Grant Income	(43,285,300)
Sales Income	0
Other Income	(537,300)
Income Total	(43,822,600)
Net Service Expenditure	183,900

Service Manager
Portfolio
Portfolio Holder

Jon Topping
Performance and Resources
Councillor David Norman MBE

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Revs and Bens Contract	1,732,700		1,732,700
Contract Administration	135,300	(1,205,300)	(1,070,000)
Housing Benefit and subsidy	42,138,500	(42,617,300)	(478,800)
Net Service Expenditure	44,006,500	(43,822,600)	183,900

IT	Proposed Budget 2016/17
Employees	0
Premises	
Transport	200
Supplies and Services	1,445,600
Third Party Payments	
Capital Charges	
Other Charges	0
Expenditure Total	1,445,800
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(27,700)
Rents and Lettings	0
Grant Income	
Sales Income	0
Other Income	
Income Total	(27,700)
Net Service Expenditure	1,418,100

Service Manager
Portfolio
Portfolio Holder

Jon Topping
Performance and Resources
Councillor David Norman MBE

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
IT Contract	605,400		605,400
Photocopying	137,600		137,600
Phones	89,200	0	89,200
Hardware and Software Costs	613,600	(27,700)	585,900
Net Service Expenditure	1,445,800	(27,700)	1,418,100

Shared Services	Proposed Budget 2016/17
Employees	193,800
Premises	
Transport	300
Supplies and Services	877,400
Third Party Payments	
Capital Charges	
Other Charges	0
Expenditure Total	1,071,500
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	0
Rents and Lettings	0
Grant Income	(85,000)
Sales Income	0
Other Income	
Income Total	(85,000)
Net Service Expenditure	986,500

Service Manager
Portfolio
Portfolio Holder

Jon McGinty
Performance and Resources
Councillor David Norman MBE

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Internal Audit	176,800		176,800
Communications	125,400		125,400
Legal Services	370,000		370,000
Human Resources and Training	230,700		230,700
Apprenticeship Scheme	168,600	(85,000)	83,600
Net Service Expenditure	1,071,500	(85,000)	986,500

Contact Centre and Customer Services	Proposed Budget 2016/17
Employees	646,100
Premises	0
Transport	9,300
Supplies and Services	75,300
Third Party Payments	
Capital Charges	0
Other Charges	
Expenditure Total	730,700
Internal Recharges Net Total	
Contributions	
Fees and Charges	(35,000)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	
Income Total	(35,000)
Service Expenditure	695,700

Service Manager

Wendy Jones

Portfolio

Performance and Resources

Portfolio Holder

Councillor David Norman MBE

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Contact Centre	730,700	(35,000)	695,700
Net Service Expenditure	730,700	0	695,700

Democratic Services	Proposed Budget 2016/17
Employees	366,300
Premises	0
Transport	11,800
Supplies and Services	563,700
Third Party Payments	
Capital Charges	0
Other Charges	
Expenditure Total	941,800
Internal Recharges Net Total	
Contributions	
Fees and Charges	
Rents and Lettings	
Grant Income	(94,400)
Sales Income	
Other Income	
Income Total	(94,400)
Service Expenditure	847,400

Service Manager

Tanya Davies

Portfolio

Performance and Resources

Portfolio Holder

Councillor David Norman MBE

Summary By Cost Centre 2015-16	Total		
	Expenditure	Total Income	Net
Civic Admin and Hospitality	39,400	0	39,400
Corporate Support Team	89,800		89,800
Democratic Services	179,400		179,400
Members support and allowances	375,300		375,300
Elections and Electoral Registration	257,900	(94,400)	163,500
Net Service Expenditure	941,800	(94,400)	847,400

Culture and Leisure Portfolio

Culture and Leisure	Proposed Budget 2016/17	Guildhall 2016/17	Museums 2016/17	TIC 2016/17	Aspire Client 2016/17	Marketing Gloucester 2016/17
Employees	941,500	506,000	176,700	189,700	0	69,100
Premises	205,800	93,900	73,600	36,900	1,400	0
Transport	3,400	2,100	500	800	0	0
Supplies and Services	1,345,400	293,300	69,900	365,200	457,000	160,000
Third Party Payments	235,200	0	0	0	0	235,200
Capital Charges	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0
Expenditure Total	2,731,300	895,300	320,700	592,600	458,400	464,300
Internal Recharges Net Total	0	0	0	0	0	0
	0	0	0	0	0	0
Contributions	0	0	0	0	0	0
Fees and Charges	(197,200)	(102,900)	(64,300)	0	(30,000)	0
Rents and Lettings	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0
Sales Income	(1,043,900)	(553,500)	(62,100)	(428,300)	0	0
Other Income	(3,100)	0	(2,100)	(1,000)	0	0
Income Total	(1,244,200)	(656,400)	(128,500)	(429,300)	(30,000)	0
Service Expenditure	1,487,100	238,900	192,200	163,300	428,400	464,300

Guildhall and Blackfriars	Proposed Budget 2016/17
Employees	506,000
Premises	93,900
Transport	2,100
Supplies and Services	293,300
Third Party Payments	0
Capital Charges	
Other Charges	0
Expenditure Total	895,300
Internal Recharges Net Total	
Contributions	
Fees and Charges	(102,900)
Rents and Lettings	
Grant Income	
Sales Income	(553,500)
Other Income	
Income Total	(656,400)
Service Expenditure	238,900

Service Manager

Sarah Gilbert

Portfolio

Culture and Leisure

Portfolio Holder

Councillor Lise Noakes

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Guildhall Running Costs	480,900	0	480,900
Events	204,500	(230,100)	(25,600)
Cinema	28,200	(63,000)	(34,800)
Room Hires	0	(91,500)	(91,500)
Guildhall Bar and Cafe	121,700	(178,700)	(57,000)
Blackfriars	60,000	(93,100)	(33,100)
Net Service Expenditure	895,300	(656,400)	238,900

Museums	Proposed Budget 2016/17
Employees	176,700
Premises	73,600
Transport	500
Supplies and Services	69,900
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	320,700
Internal Recharges Net Total	
Contributions	
Fees and Charges	(64,300)
Rents and Lettings	
Grant Income	
Sales Income	(62,100)
Other Income	(2,100)
Income Total	(128,500)
Service Expenditure	192,200

Service Manager

Angela Smith

Portfolio

Culture and Leisure

Portfolio Holder

Councillor Lise Noakes

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
City Museum	124,900	(49,300)	75,600
City Museum Cafe	32,900	(33,600)	(700)
Folk Museum	162,900	(45,600)	117,300
Net Service Expenditure	320,700	(128,500)	192,200

Tourist Information Centre	Proposed Budget 2016/17
Employees	189,700
Premises	36,900
Transport	800
Supplies and Services	365,200
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	592,600
Internal Recharges Net Total	
Contributions	
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	(428,300)
Other Income	(1,000)
Income Total	(429,300)
Service Expenditure	163,300

Service Manager

Lucy Chilton

Portfolio

Culture and Leisure

Portfolio Holder

Councillor Lise Noakes

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
TIC Running Costs	237,500	(1,000)	236,500
Commercial Activities	355,100	(428,300)	(73,200)
Net Service Expenditure	592,600	(429,300)	163,300

Aspire Client	Proposed Budget 2016/17
Employees	0
Premises	1,400
Transport	0
Supplies and Services	457,000
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	458,400
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(30,000)
Rents and Lettings	0
Grant Income	0
Sales Income	0
Other Income	0
Income Total	(30,000)
Service Expenditure	428,400

Service Manager

Sadie Neal

Portfolio

Culture and Leisure

Portfolio Holder

Councillor Lise Noakes

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Aspire Client	458,400	(30,000)	428,400
Net Service Expenditure	458,400	(30,000)	428,400

Marketing Gloucester	Proposed Budget 2016/17
Employees	69,100
Premises	
Transport	0
Supplies and Services	160,000
Third Party Payments	235,200
Capital Charges	0
Other Charges	
Expenditure Total	464,300
Internal Recharges Net Total	
Contributions	
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	
Income Total	0
Service Expenditure	464,300

Service Manager

Anthony Hodge

Portfolio

Culture and Leisure

Portfolio Holder

Councillor Lise Noakes

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Marketing Gloucester General Support	304,300		304,300
Events Programme	160,000		160,000
Net Service Expenditure	464,300	0	464,300

Environment Portfolio

	Proposed Budget	Neighbourhood	Environmental	Cem and Crem	Flooding and
Regeneration and Economy	2016/17	Services 2016/17	Planning 2016/17	2016/17	emergency
					planning 2016/18
Employees	1,166,800	409,800	206,700	521,500	28,800
Premises	475,400	209,000	23,300	217,100	26,000
Transport	47,300	2,000	15,600	29,400	300
Supplies and Services	5,746,200	5,533,200	34,000	159,600	19,400
Third Party Payments	58,400	0	0	0	58,400
Capital Charges	0	0	0	0	0
Other Charges	0	0	0	0	0
Expenditure Total	7,494,100	6,154,000	279,600	927,600	132,900
Internal Recharges Net Total	0	0	0	0	0
	0	0	0	0	0
Contributions	0	0	0	0	0
Fees and Charges	(2,576,300)	(950,000)	(15,800)	(1,610,500)	0
Rents and Lettings	0	0	0	0	0
Grant Income	(58,900)	0	(58,900)	0	0
Sales Income	(270,100)	0	0	(270,100)	0
Other Income	(393,400)	(352,300)	(30,000)	(11,100)	0
Income Total	(3,298,700)	(1,302,300)	(104,700)	(1,891,700)	0
Service Expenditure	4,195,400	4,851,700	174,900	(964,100)	132,900

Neighbourhood Services	Proposed Budget 2016/17
Employees	409,800
Premises	209,000
Transport	2,000
Supplies and Services	5,533,200
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	6,154,000
Internal Recharges Net Total	
Contributions	
Fees and Charges	(950,000)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	(352,300)
Income Total	(1,302,300)
Service Expenditure	4,851,700

Service Manager

Lloyd Griffiths

Portfolio

Environment

Portfolio Holder

Councillor Jim Porter

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Neighbourhood Management	6,070,600	(672,300)	5,398,300
Green Garden Waste	12,000	(580,000)	(568,000)
Bulky Waste		(50,000)	(50,000)
Head of Neighbourhood Services	71,400		71,400
Net Service Expenditure	6,154,000	(1,302,300)	4,851,700

Environmental Planning	Proposed Budget 2016/17
Employees	206,700
Premises	23,300
Transport	15,600
Supplies and Services	34,000
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	279,600
Internal Recharges Net Total	
Contributions	
Fees and Charges	(15,800)
Rents and Lettings	
Grant Income	(58,900)
Sales Income	
Other Income	(30,000)
Income Total	(104,700)
Service Expenditure	174,900

Service Manager

Meyrick Brentnall

Portfolio

Environment

Portfolio Holder

Councillor Jim Porter

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Allotments	23,300	(15,800)	7,500
Environmental Planning	111,600	(53,900)	57,700
Countryside Unit	126,500	(35,000)	91,500
Climate Change	18,200		18,200
Net Service Expenditure	279,600	(104,700)	174,900

Cemeteries and Crematorium	Proposed Budget 2016/17
Employees	521,500
Premises	217,100
Transport	29,400
Supplies and Services	159,600
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	927,600
Internal Recharges Net Total	
Contributions	
Fees and Charges	(1,610,500)
Rents and Lettings	
Sales Income	(270,100)
Other Income	(11,100)
Income Total	(1,891,700)
Service Expenditure	(964,100)

Service Manager

Julienne Reeves

Portfolio

Environment

Portfolio Holder

Councillor Jim Porter

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
The Arbor	117,800	(136,600)	(18,800)
Cem and Crem Support	148,800	0	148,800
Cemeteries	342,300	(295,500)	46,800
Crematorium	318,700	(1,459,600)	(1,140,900)
Net Service Expenditure	927,600	(1,891,700)	(964,100)

Flooding and Emergency Planning	Proposed Budget 2016/17
Employees	28,800
Premises	26,000
Transport	300
Supplies and Services	19,400
Third Party Payments	58,400
Capital Charges	
Other Charges	
Expenditure Total	132,900
Internal Recharges Net Total	
Contributions	
Fees and Charges	0
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	0
Income Total	0
Service Expenditure	132,900

Service Manager

Wayne Best

Portfolio

Environment

Portfolio Holder

Councillor Jim Porter

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Flooding prevention	53,900	0	53,900
Drainage Levy	58,400	0	58,400
Emergency Planning	20,600	0	20,600
Net Service Expenditure	132,900	0	132,900

Communities and Neighbourhoods Portfolio

	Proposed Budget 2016/17	Voluntary Sector Grants 2016/17	Community Strategy and Other Projects 2016/17	Licensing 2016/17	Environmental Health 2016/17	Health and Safety 2016/17	Shopmobility 2016/17
Communities and Neighbourhoods							
Employees	926,800	0	179,400	153,800	409,400	169,500	14,700
Premises	87,700	0	83,000	0	0	0	4,700
Transport	5,000	0	500	200	2,800	1,500	0
Supplies and Services	126,600	200	53,500	26,900	18,500	15,900	11,600
Third Party Payments	315,500	315,500	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Expenditure Total	1,461,600	315,700	316,400	180,900	430,700	186,900	31,000
Internal Recharges Net Total	0	0	0	0	0	0	0
Contributions	0	0	0	0	0	0	0
Fees and Charges	(316,700)	0	0	(269,600)	(22,500)	0	(24,600)
Rents and Lettings	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0
Sales Income	0	0	0	0	0	0	0
Other Income	0	0	0	0	0	0	0
Income Total	(316,700)	0	0	(269,600)	(22,500)	0	(24,600)
Service Expenditure	1,144,900	315,700	316,400	(88,700)	408,200	186,900	6,400

Voluntary Sector Grants	Proposed Budget 2016/17
Employees	
Premises	
Transport	
Supplies and Services	200
Third Party Payments	315,500
Capital Charges	
Other Charges	
Expenditure Total	315,700
Internal Recharges Net Total	
Contributions	
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	
Income Total	0
Service Expenditure	315,700

Service Manager
Portfolio
Portfolio Holder

Gareth Hooper
Communities and Neighbourhoods
Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Voluntary Sector Grants	315,700	0	315,700
Net Service Expenditure	315,700	0	315,700

Community Strategy and Other Projects	Proposed Budget 2016/17
Employees	179,400
Premises	83,000
Transport	500
Supplies and Services	53,500
Third Party Payments	
Capital Charges	
Other Charges	
Expenditure Total	316,400
Internal Recharges Net Total	
Contributions	
Fees and Charges	0
Rents and Lettings	
Grant Income	0
Sales Income	
Other Income	0
Income Total	0
Service Expenditure	316,400

Service Manager

Ed Pomfret

Portfolio

Communities and Neighbourhoods

Portfolio Holder

Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Community Safety	117,100	0	117,100
Community Strategy and Engagement	114,300	0	114,300
CCTV Revenue Budget	85,000	0	85,000
Net Service Expenditure	316,400	0	316,400

Licensing	Proposed Budget 2016/17
Employees	153,800
Premises	0
Transport	200
Supplies and Services	26,900
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	180,900
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(269,600)
Rents and Lettings	0
Grant Income	0
Sales Income	0
Other Income	0
Income Total	(269,600)
Service Expenditure	(88,700)

Service Manager
Portfolio
Portfolio Holder

Lisa Jones
Communities and Neighbourhoods
Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Hackney Carriages	80,400	(123,500)	(43,100)
Other Licensing	100,500	(146,100)	(45,600)
Net Service Expenditure	180,900	(269,600)	(88,700)

Shopmobility	Proposed Budget 2016/17
Employees	14,700
Premises	4,700
Transport	0
Supplies and Services	11,600
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	31,000
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(24,600)
Rents and Lettings	0
Grant Income	0
Sales Income	0
Other Income	0
Income Total	(24,600)
Service Expenditure	6,400

Service Manager
Portfolio
Portfolio Holder

Gill Ragon
Communities and Neighbourhoods
Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Shopmobility	31,000	(24,600)	6,400
Net Service Expenditure	31,000	(85,000)	6,400

Environmental Health	Proposed Budget 2016/17
Employees	409,400
Premises	0
Transport	2,800
Supplies and Services	18,500
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	430,700
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(22,500)
Rents and Lettings	0
Grant Income	0
Sales Income	0
Other Income	0
Income Total	(22,500)
Service Expenditure	408,200

Service Manager
Portfolio
Portfolio Holder

Gill Ragon
Communities and Neighbourhoods
Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Food Safety	189,000	(4,500)	184,500
Pollution Control	169,800	(18,000)	151,800
Head of Public Protection	71,900	0	71,900
Net Service Expenditure	430,700	(22,500)	408,200

Health and Safety	Proposed Budget 2016/17
Employees	169,500
Premises	0
Transport	1,500
Supplies and Services	15,900
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	186,900
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	0
Rents and Lettings	0
Grant Income	0
Sales Income	0
Other Income	0
Income Total	0
Service Expenditure	186,900

Service Manager
Portfolio
Portfolio Holder

Gill Ragon
Communities and Neighbourhoods
Councillor Jennie Dallimore

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Health Administration	26,600	0	26,600
Health and Safety	160,300	0	160,300
Net Service Expenditure	186,900	0	186,900

Housing and Planning Portfolio

Housing and Planning	Housing and		
	Planning	Housing 2016/17	Planning 2016/17
Employees	1,975,600	1,034,600	941,000
Premises	188,000	188,000	0
Transport	4,600	1,800	2,800
Supplies and Services	847,800	533,600	314,200
Third Party Payments	0	0	0
Capital Charges	0	0	0
Other Charges	0	0	0
Expenditure Total	3,016,000	1,758,000	1,258,000
Internal Recharges Net Total	0	0	0
	0	0	0
Contributions	0	0	0
Fees and Charges	(771,800)	(74,300)	(697,500)
Rents and Lettings	(185,000)	(185,000)	0
Grant Income	(71,900)	0	(71,900)
Sales Income	0	0	0
Other Income	(266,800)	(266,800)	0
Income Total	(1,295,500)	(526,100)	(769,400)
Service Expenditure	1,720,500	1,231,900	488,600

Housing Services	Proposed Budget 2016/17
Employees	1,034,600
Premises	188,000
Transport	1,800
Supplies and Services	533,600
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	1,758,000
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(74,300)
Rents and Lettings	(185,000)
Grant Income	0
Sales Income	0
Other Income	(266,800)
Income Total	(526,100)
Service Expenditure	1,231,900

Service Manager
Portfolio
Portfolio Holder

Helen Chard / Julie Wight / Mary Hopper
Housing and Planning
Councillor Colin Organ

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Housing Strategy	162,200	(15,000)	147,200
Private Sector Housing	415,500	(76,100)	339,400
Homelessness Prevention	1,180,300	(435,000)	745,300
Net Service Expenditure	1,758,000	(526,100)	1,231,900

Planning	Proposed Budget 2016/17
Employees	941,000
Premises	0
Transport	2,800
Supplies and Services	314,200
Third Party Payments	0
Capital Charges	0
Other Charges	0
Expenditure Total	1,258,000
Internal Recharges Net Total	0
	0
Contributions	0
Fees and Charges	(697,500)
Rents and Lettings	0
Grant Income	(71,900)
Sales Income	0
Other Income	0
Income Total	(769,400)
Service Expenditure	488,600

Service Manager
Portfolio
Portfolio Holder

Anthony Wilson
Housing and Planning
Councillor Colin Organ

Summary By Service Area 2016-17	Total		
	Expenditure	Total Income	Net
Development Management	484,100	(586,700)	(102,600)
Planning Policy	578,700	0	578,700
Historic Buildings	60,400	(27,700)	32,700
Land Searches	69,300	(155,000)	(85,700)
Head of Service	65,500		65,500
Net Service Expenditure	1,258,000	(769,400)	488,600

Gloucester **City Council**

FEEES and CHARGES

2016/17

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FEES AND CHARGES 2016/17
FOREWORD

The following pages give a comprehensive list of fees and charges levied by Gloucester City Council and Government on chargeable services provided to the public, within the city.

Members agreed a general increase of 2.5% although some increases vary from this to reflect supply and demand for the service and the need to conform to pricing policies.

Should you have any queries regarding these charges then please contact the relevant officer whose name is shown at the back of the book.

CULTURAL SERVICES

Exempt from VAT

	2015/2016 <u>Charge £</u>	2016/2017 <u>Charge £</u>	Increase <u>%</u>
<u>GLOUCESTER CITY MUSEUM & ART GALLERY AND THE FOLK MUSEUM</u>			
Admission			
Children Under 5	Free	Free	0.00%
Individual membership ticket to both museums (per year)	£5.00	£5.00	0.00%
Family membership ticket to both museums(per year)	£12.00	£12.00	0.00%
Concessionary membership ticket to both museums (per year)	£3.00	£3.00	0.00%
Individual 'Museums Pass' for Soldiers of Gloucester, Waterways, Folk and City Museums (per year)	N/A	£10.00	0.00%
Family 'Museums Pass' for Soldiers of Gloucester, Waterways, Folk and City Museums (per year)	N/A	£20.00	0.00%

CULTURAL SERVICES cont.

Gloucester Guildhall

<u>MEETING ROOMS</u>	<u>2015/2016 Charge £</u>		<u>2016/2017 Charge £</u>		Increase	Increase
	<u>Exempt from VAT</u>					
<u>Blue Coat Room</u>	First Hour	Each hour after	First Hour			
Standard	£20.00	£12.00	£20.00	0.00%	£14.00	16.67%
Premium	£30.00	£12.00	£30.00	0.00%	£14.00	16.67%
<u>George Hunt Room</u>	First Hour	Each hour after	First Hour			
Standard	£15.00	£10.00	£15.00	0.00%	£12.00	20.00%
Premium	£25.00	£12.00	£25.00	0.00%	£14.00	16.67%
<u>Studio</u>	First Hour	Each hour after	First Hour			
Standard	£20.00	£12.00	£20.00	0.00%	£14.00	16.67%
Premium	£30.00	£12.00	£30.00	0.00%	£14.00	16.67%
<u>Henley Room</u>	First Hour	Each hour after	First Hour			
Standard	£15.00	£10.00	£15.00	0.00%	£12.00	20.00%
Premium	£25.00	£12.00	£25.00	0.00%	£14.00	16.67%
<u>Potter Room</u>	First Hour	Each hour after	First Hour			
Standard	£10.00	£10.00	£10.00	0.00%	£10.00	0.00%
Premium	£20.00	£12.00	£20.00	0.00%	£14.00	16.67%
<u>Cinema</u>	First Hour	Each hour after	First Hour			
Standard	£25.00	£20.00	£25.00	0.00%	£22.00	10.00%
Premium	£45.00	£23.00	£45.00	0.00%	£25.00	8.70%
<u>Theatre</u>	First Hour	Each hour after	First Hour			
Standard	£35.00	£26.00	£35.00	0.00%	£28.00	7.69%
Premium	£65.00	£36.00	£65.00	0.00%	£38.00	5.56%
<u>Trier Room</u>	First Hour	Each hour after	First Hour			
Standard	£10.00	£10.00	£10.00	0.00%	£10.00	0.00%
Premium	£20.00	£12.00	£20.00	0.00%	£14.00	16.67%

Minimum one hour booking then charged per half hour after that

<u>SERVICE CHARGES- VAT inclusive at standard rate</u>		<u>2015/2016</u>		<u>2016/2017</u>	
Technician	per hour	£15.00	Flat rate	£160.00	
Security	per hour	£15.00		£15.00	0.00%

Concessions:

Available to:
 Juniors (under 16s)
 Students
 People with a disability
 Over 65s
 Groups - film group or focus group
 HM Armed forces

these concessions are available for Guildhall cinema entry only

Amount of concession:
 Around 15%
 Around 15%
 Free ticket for carer available only
 Around 15%
 Around 15%
 Around 15%

PLANNING APPLICATION FEES

Non business for VAT purposes						
2015/2016			2016/2017			
	<u>Local Planning Authority Advice</u>	<u>Additional Meetings</u>	<u>Local Planning Authority Advice</u>	<u>% increase</u>	<u>Additional Meetings</u>	<u>% increase</u>
<u>Permitted Development</u>						
Householder	£35.00	N/A	£35.00	0.00%	N/A	0.00%
Other	£50.00	N/A	£50.00	0.00%	N/A	0.00%
<u>Pre-Application Advice</u>						
Householder	£40	£20.00	£40	0.00%	£20.00	0.00%
<u>Residential Development</u>						
1-4 Dwellings (Less than 0.5 ha) *	£400.00	£100.00	£410.00	2.50%	£100.00	0.00%
5-9 Dwellings (0.6 ha - 0.99 ha)	£500.00	£100.00	£515.00	3.00%	£100.00	0.00%
10-49 Dwellings (1.0 ha - 1.25 ha)	£1,100.00	£150.00	£1,130.00	2.73%	£155.00	3.33%
50-199 Dwellings (1.26 ha - 2.0 ha)	£2,000.00	£200.00	£2,050.00	2.50%	£205.00	2.50%
200+ Dwellings (More than 2ha)	£3,000.00	£250.00	£3,075.00	2.50%	£255.00	2.00%
<u>Non residential or commercial</u> **						
Less than 500m ² (Less than 0.5ha)	£200.00	£100.00	£205.00	2.50%	£100.00	0.00%
501-999m ² (0.6 - 0.99ha)	£300.00	£100.00	£310.00	3.33%	£100.00	0.00%
1000 - 4999m ² (1.0 - 1.25ha)	£900.00	£150.00	£920.00	2.22%	£155.00	3.33%
5000 - 9999m ² (1.26 - 2.0ha)	£1,600.00	£200.00	£1,640.00	2.50%	£205.00	2.50%
10000m ² + (More than 2ha)	£2,500.00	£300.00	£2,560.00	2.40%	£310.00	3.33%
<u>Others</u>						
Advertisements	£50.00	£30.00	£50.00	0.00%	£30.00	0.00%
Change of Use	£100.00	£75.00	£100.00	0.00%	£75.00	0.00%
Telecommunications	£100.00	£75.00	£100.00	0.00%	£75.00	0.00%
Other ***	£100.00	£50.00	£100.00	0.00%	£50.00	0.00%
Copy Consent (Dev. Control) ****	£15.00	£15.00	£15.00	0.00%	£15.00	0.00%

* Includes one-for-one replacements and conversions to/ sub-divisions to

** Measured externally

*** Includes all other development proposals not falling within any of the above categories eg.

Variation or removal of conditions

Car parks and roads

Certificates of lawfulness

**** Statutory Fees

Note: The initial costs include up to two meetings, the charge for additional meetings would apply after the first two meetings have occurred. Where a development proposal falls within one category or more then the higher fee will apply. The relevant fee will be determined by the number of dwellings/floor area proposed or by the development site area whichever is greater.

Exemptions

Advice sought on the following categories does not incur a charge

-Building Conservation advice eg works of repair to listed buildings and Conservation area consents

- Works to trees covered by a TPO or trees located within a conservation area.

-Advice on how to submit a planning application or a fee enquiry

-Planning discussions in relation to enforcement investigations

-Where the enquiry is made by a local authority or county council

-Where the enquiry is made by a parish or town council

-Where the enquiry is made by a housing association, registered social landlord, or an equivalent affordable housing provider or an architect/agent acting directly on their behalf on a solely affordable housing proposal.

-Where the development is for the benefit of a disabled person (and as there would be no fee incurred to make the planning application)

- Initial advice where Gloucester City Council are working with local independants setting up a new business and/or are grant aiding them through business support grants

CAR PARKING

GLOUCESTER TOWN CENTRE OFF STREET CAR PARK CHARGES

Including Vat

		<u>2015/2016</u> Charge £	<u>2016/2017</u> Charge £	<u>Increase</u> %
DAILY CHARGES	<u>Period of wait</u>			
Westgate Street Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 3 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£3.00	£3.00	0.00%
	Up to 5 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	All day	£2.00	£2.00	0.00%
	Coaches only - Any period	No charge	No charge	0.00%
Hare Lane South Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
	Note: A maximum stay of four hours applies to this car park			
St Michaels Sq Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 3 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£3.00	£3.00	0.00%
	Up to 5 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	After 4pm (untimed)	£1.00	£1.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
All day	£2.00	£2.00	0.00%	
Station Road Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 3 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£3.00	£3.00	0.00%
	Up to 5 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	After 4pm (untimed)	£1.00	£1.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
All day	£2.00	£2.00	0.00%	
Longsmith Street Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
All day	£2.00	£2.00	0.00%	
Eastgate Centre (roof top), Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
All day	£2.00	£2.00	0.00%	

CAR PARKING (continued)

GLOUCESTER TOWN CENTRE OFF STREET CAR PARK CHARGES (continued)

Including Vat

		<u>2015/2016</u> <u>Charge £</u>	<u>2016/2017</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
DAILY CHARGES				
North Warehouse	Monday to Friday			
	up to 30 mins	£0.50	£0.50	0.00%
	up to 2 hours	£2.00	£2.00	0.00%
	Saturday and bank holidays			
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	Over 4 hours	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	All day	£2.00	£2.00	0.00%
	Great Western Road Car Park	Monday to Sunday		
All Day		£3.00	£3.00	0.00%
Sunday £2.00 all day				
Barbican Way Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	All day	£2.00	£2.00	0.00%
Castlemeads Car Park (weekends & Bank holidays only)	All Day	£2.00	£2.00	0.00%
GL1 Leisure Centre Car Park	Monday to Saturday Max stay 2.5 hours	£4.00	£4.00	0.00%
Hare Lane North Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
	All Day	£3.00	£3.00	0.00%
	Sunday Rate: All day	£2.00	£2.00	0.00%
Hampden Way Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	After 4pm (untimed)	£1.00	£1.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
All day	£2.00	£2.00	0.00%	
Kingswalk Multi Storey Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
Ladybellegate Street Car Park	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
Southgate Moorings Car Park (Docks)	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 3 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£3.00	£3.00	0.00%
	Up to 5 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	All day	£2.00	£2.00	0.00%
SEASON TICKETS (12 Weeks)		<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
Hare Lane North		£216.00	£216.00	0.00%
Longsmith Street (multi-storey)		£315.00	£315.00	0.00%
Station Road		£220.50	£220.50	0.00%
Barbican Way Car Park		£315.00	£315.00	0.00%

Concessions:

People with a disability (a blue badge holder) free for 3 hours max stay receive 100% concession

Miscellaneous Items

Non business for VAT purposes

	<u>2015/2016</u> <u>Charges £</u>	<u>2016/2017</u> <u>Charges £</u>	<u>Increase</u> <u>%</u>
<u>MISCELLANEOUS ITEMS</u>			
Bus Station Departures (per departure)	£0.63	£0.63	0.00%

Facilities Fees

<u>Room Hire</u>		<u>2015/2016</u> <u>Charge £</u>	<u>2016/2017</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
Civic Suite:				
Per hour		£40.00	£40.00	0.00%
Morning (8.00 - 12.30)		£160.00	£160.00	0.00%
Afternoon (12.30 - 5.00)		£160.00	£160.00	0.00%
Whole Day (8.00 - 5.00)		£310.00	£310.00	0.00%
Evening (5.00 - 11.00)		£310.00	£310.00	0.00%
Evening per hour		£55.00	£55.00	0.00%
Saturday:	8.00 - 12.30	£247.50	£247.50	0.00%
	12.30 - 5.00	£247.50	£247.50	0.00%
	5.00 - 11.00	£310.00	£310.00	0.00%
MEETING ROOM 1				
Per hour		£35.00	£35.00	0.00%
Morning (8.00 - 12.30)		£140.00	£140.00	0.00%
Afternoon (12.30 - 5.00)		£140.00	£140.00	0.00%
Whole Day (8.00 - 5.00)		£270.00	£270.00	0.00%
Evening (5.00 - 11.00)		£285.00	£285.00	0.00%
Evening per hour		£47.50	£47.50	0.00%
Saturday:	8.00 - 12.30	£213.75	£213.75	0.00%
	12.30 - 5.00	£213.75	£213.75	0.00%
	5.00 - 11.00	£285.00	£285.00	0.00%
MEETING ROOMS 2 & 3				
Per hour		£20.00	£20.00	0.00%
Morning (8.00 - 12.30)		£90.00	£90.00	0.00%
Afternoon (12.30 - 5.00)		£90.00	£90.00	0.00%
Whole Day (8.00 - 5.00)		£160.00	£160.00	0.00%
Evening (5.00 - 11.00)		£285.00	£285.00	0.00%
		£47.50	£47.50	0.00%
Sheriff's Room				
Per hour		£25.00	£25.00	0.00%
Morning (8.00 - 12.30)		£112.50	£112.50	0.00%
Afternoon (12.30 - 5.00)		£112.50	£112.50	0.00%
Whole Day (8.00 - 5.00)		£200.00	£200.00	0.00%
Evening (5.00 - 11.00)		£285.00	£285.00	0.00%
Evening per hour		£47.50	£47.50	0.00%
Multi Media Projector		£50.00	£50.00	0.00%
Laptop		£25.00	£25.00	0.00%
Flip Chart & Pens		£10.00	£10.00	0.00%
Catering:				
Kitchen		£100.00	£100.00	0.00%
Tea/Coffee per head		£1.00	£1.25	25.00%
Tea/Coffee/Biscuits per head		£1.40	£1.60	14.29%
Fruit Juice per head		£0.75	£0.85	13.33%
Seasonal Fruit Basket per head		£1.00	£1.10	10.00%
Various menus per head				
Menu 1		£5.00	£5.00	0.00%
Menu 2		£6.00	£6.00	0.00%
Menu 3		£9.00	£9.00	0.00%
Menu 4		£11.00	£11.00	0.00%
Menu 5		£6.75	£6.75	0.00%
Menu 6		£6.00	£6.00	0.00%
Menu 7		£8.50	£8.50	0.00%
Menu 8		£8.00	£8.00	0.00%
Menu 9		£15.00	£15.00	0.00%

All room hire is exempt from VAT but facility, catering and service charges are subject to VAT at the standard rate.

STREET TRADING LICENCES

<u>Street Trading Fees (VAT Exempt)</u>	<u>2015/2016</u> <u>Charge £</u>	<u>2016/2017</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
City Centre Catering Unit	£25.00 Per day	£25.00 Per day	0.00%
City Centre retail Unit - non Catering	£20.00 Per day	£20.00 Per day	0.00%
Other units eg. Trading Estate Catering	£10.00 Per day	£10.00 Per day	0.00%
Mobile Icecream Units	£400.00 Per Annum	£400.00 Per Annum	0.00%
New Application for Street Trading (Non refundable fee)	N/A	£115.00	NEW FEE
Note - Electricity where supplied, additional charge			
Electricity Supply			
Full electricity Supply	£3.60 Per day	£3.60 Per day	0.00%

Land Charges

	<u>2015/16</u>	<u>2016/17</u>
	<u>Charge £</u>	<u>Charge £</u>

LAND SEARCHES

Search Fees	LLC1	£17.00	£17.00	0.00%
	CON29R	£93.00	£93.00	0.00%

VAT will be charged on CON29R Fees from 4th July 2016.
No Vat is chargeable on LLC1 Fees.

Fees may change as from 01.07.2016 due to introduction of new process.
Any changes to these fees will be disclosed on the Council website.

LEISURE SERVICES

BLACKBRIDGE ATHLETICS TRACK

**

2015/2016 Charge £ phr	2016/2017 Charge £ phr	Increase %
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Shared with Public	N/A	N/A	0.00%
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2015/2016 Charge £	2016/2017 Charge £	Increase %
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Cricket

Including VAT

Matches - Pitch only weekends	£48.70	£48.70	0.00%
Matches- Pitch only weekdays	£23.85	£23.85	0.00%
Practice wickets (evenings only)	£17.95	£17.95	0.00%
Changing rooms	£7.15	£7.15	0.00%

Exempt from VAT

Teams under 17 half price

Football

Including VAT

Pitch only weekends	£42.00	£42.00	0.00%
Pitch only weekdays	£21.50	£21.50	0.00%
Changing rooms	£7.15	£7.15	0.00%

Exempt from VAT

Teams under 17 half price

Rugby

Including VAT

Pitch only weekends	£42.00	£42.00	0.00%
Pitch only weekdays	£21.50	£21.50	0.00%
Changing rooms	£7.15	£7.15	0.00%

Exempt from VAT

Teams under 17 half price

HARD PLAY AREA

**

Including VAT

Widden Street	£6.00	£6.00	0.00%
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SPECIAL TENANCIES (Seasonal Bookings)

Including VAT

Pitch per season	£205.00	£205.00	0.00%
Pitch per season	£101.50	£101.50	0.00%

Senior
junior

All income from the above is retained by our Streetcare contractor

** Charges are standard rated unless the letting is for over 24 hours or it is part of a series of lets when it is exempt from VAT.

ENVIRONMENTAL HEALTH
All Non Business for VAT purposes unless where stated

				<u>2015/2016</u>	<u>2016/2017</u>	Increase
				<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
Rodent Control:	Including VAT					
Domestic Premises		per visit	1st Visit:	£40.00	£40.00	0.00%
			2nd Visit:	£18.00	£18.00	0.00%
			3rd Visit:	£40.00	£40.00	0.00%
Commercial/ Industrial		per visit	1st Visit:	£45.00	£45.00	0.00%
			2nd Visit:	£23.00	£23.00	0.00%
			3rd Visit:	£45.00	£45.00	0.00%
Residents receiving Council Tax or Housing Benefit		per visit	1st Visit:	£20.00	£20.00	0.00%
			2nd Visit:	£9.00	£9.00	0.00%
			3rd Visit:	£20.00	£20.00	0.00%

*A 2nd Visit must be booked within one month of the 1st visit to qualify for the 2nd visit rate shown above.

Disinfestation of Premises:	Including VAT					
Domestic Premises		per visit	1st Visit:	£45.00	£45.00	0.00%
			2nd Visit:	£20.00	£20.00	0.00%
			3rd Visit:	£45.00	£45.00	0.00%
Commercial/ Industrial		per visit	1st Visit:	£50.00	£50.00	0.00%
			2nd Visit:	£25.00	£25.00	0.00%
			3rd Visit:	£50.00	£50.00	0.00%
Residents receiving Council Tax or Housing Benefit		per visit	1st Visit:	£22.50	£22.50	0.00%
			2nd Visit:	£10.00	£10.00	0.00%
			3rd Visit:	£22.50	£22.50	0.00%

*A 2nd Visit must be booked within one month of the 1st visit to qualify for the 2nd visit rate shown above.

Wasp Nests	Including VAT					
Domestic Premises		per visit		£39.00	£39.00	0.00%
Commercial/ Industrial		per visit		£39.00	£39.00	0.00%
Residents receiving Council Tax or Housing Benefit		per visit		£19.50	£19.50	0.00%

*If two wasps nests are reported at the same domestic property, the charge will be as above, plus an additional £10.

Work in default fees will be a reasonable charge on a case by case basis	Variable	#	Variable	#
Charge for Service of Housing Act 2004 Notice	Variable	#	Variable	#

Food Hygiene Training courses	Including VAT					
Level 2 Award Food Safety in Catering						
At Council Offices	£ per Gloucester candidate			£47.00	£48.00	2.13%
	Non-Gloucester Candidate			£59.00	£60.50	2.54%
At the Business Address				£40.00	£41.00	2.50%

N.B. Discounts are available for group bookings

Health and Safety Training / Workshops					
	Non Gloucester Resident/Business	£30 per 1/2 day		£30 per 1/2 day	
	Gloucester Resident/Business	£25 per 1/2 day		£25 per 1/2 day	

CIEH level 2 award in Health and Safety in the workplace (per delegate)					
	Non Gloucester Resident/Business	£80.00		£80.00	
	Gloucester Resident/Business	£50.00		£50.00	

Environmental Health Officer Rate (Hourly Rate)	Exempt from VAT	£50.04	*	£50.00	*	-0.08%
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Skin Piercing, Acupuncture etc registration					
	premises	£110.00		£110.00	0.00%
	per person	£110.00		£110.00	0.00%

Tattoo Hygiene rating scheme	Exempt from VAT				
Application and Initial inspection		£100.00		£100.00	0.00%
Request for a revisit to re-score		£50.00		£50.00	0.00%
Annual Inspection		£100.00		£100.00	0.00%

				<u>2015/2016</u>	<u>2016/2017</u>	Increase
				<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
High Hedge Nuisance, Investigation Fee				£392.69	£392.69	0.00%
For people in receipt of Income Support Benefit, Pension Credit Guarantee, or State Pension				£65.48	£65.48	0.00%

High hedge/investigation Concessions:
 Those in receipt of Council tax support or housing benefit receive around 83% concession
 People with a disability receive around 83% concession
 People over 65 years old receive around 83% concession
 Those in receipt of Income Support, Pension Credit Guarantee or State Pension receive around 83% concession

Fixed Penalty Notices

Depositing Litter (Reduced fee of £50.00 if paid within 10 days)	**
Failure to comply with a street litter control notice (Reduced fee of £60.00 if paid within 10 days)	**
Failure to comply with a litter clearing notice (Reduced fee of £60.00 if paid within 10 days)	**
Failure to produce waste documents (Reduced fee of £180.00 if paid within 10 days)	**
Failure to produce authority to transport waste (Reduced fee of £180.00 if paid within 10 days)	**
Unauthorised distribution of free printed matter (Reduced fee of £50.00 if paid within 10 days)	**
Failure to comply with a waste receptacles notice (Reduced fee of £60.00 if paid within 10 days)	**
Failure to comply with a Dog Control Order (Reduced to £50.00 if paid within 10 days)	**
Smoking in smoke-free premises or work vehicles (reduced to £30.00 if paid in 15 days)	**
Smoking in smoke-free premises or work vehicles (reduced to £50.00 if paid in 29 days)	**
Failure to display no-smoking signs (reduced to £150.00 if paid in 15 days)	**
Failure to display no-smoking signs (reduced to £200.00 if paid in 29 days)	**

* Including Examination of food for voluntary surrender

A charge may be charged under the enforcement Act under the Service of Housing Act Notice (part 1 of the Housing Act 2006) but this has yet to be finalised and authorised.

Environmental Information Regulations: VAT at standard rate

Personal enquiries (per photocopied sheet)	-
Others (based on 1 hours work)	£50.04

Environmental Health : Permits
All Non Business for VAT purposes

LAPC and LAPPC charges	2015/2016 Charge £		2016/2017 Charge £	Increase %	
Application Fees					
Standard Process	£1,579.00		£1,579.00	0.00%	
Additional fee for currently operating without a permit	£1,137.00		£1,137.00	0.00%	
Reduced fee activities (not including vapour recovery)	£148.00		£148.00	0.00%	
Additional fee for operating a reduced fee activity without a permit	£68.00		£68.00	0.00%	
Petrol Vapour Recovery 1 & 2	£246.00		£246.00	0.00%	
Vehicle Refinishers	£346.00		£346.00	0.00%	
Mobile screening and crushing plant	£1,579.00		£1,579.00	0.00%	
- for the 3rd to 7th applications	£943.00		£943.00	0.00%	
- for 8th & Subsequent applications	£477.00		£477.00	0.00%	
*Where an application for any of the above is for a combined Part B & Waste application	£297.00	(in addition to above)	£297.00	(in addition to above)	0.00%
Annual Subsistence Charges					
Standard Process (Low)	£739.00	(+£99 Combined Part B & Waste Installation)	£739.00	(+£99 Combined Part B & Waste Installation)	0.00%
Standard Process (Medium)	£1,111.00	(+£149 Combined Part B & Waste Installation)	£1,111.00	(+£149 Combined Part B & Waste Installation)	0.00%
Standard Process (High)	£1,672.00	(+£198 Combined Part B & Waste Installation)	£1,672.00	(+£198 Combined Part B & Waste Installation)	0.00%
Reduced fee activity (Low)	£76.00		£76.00	0.00%	
Reduced fee activity (Medium)	£151.00		£151.00	0.00%	
Reduced fee activity (High)	£227.00		£227.00	0.00%	
Petrol Vapour Recovery 1 & 2 (Low)	£108.00		£108.00	0.00%	
Petrol Vapour Recovery 1 & 2 (Medium)	£216.00		£216.00	0.00%	
Petrol Vapour Recovery 1 & 2 (High)	£326.00		£326.00	0.00%	
Vehicle Refinishers (Low)	£218.00		£218.00	0.00%	
Vehicle Refinishers (Medium)	£349.00		£349.00	0.00%	
Vehicle Refinishers (High)	£524.00		£524.00	0.00%	
Mobile Plant - 1st & 2nd Permits (Low)	£618.00		£618.00	0.00%	
Mobile Plant - 1st & 2nd Permits (Medium)	£989.00		£989.00	0.00%	
Mobile Plant - 1st & 2nd Permits (High)	£1,484.00		£1,484.00	0.00%	
Mobile Plant - 3rd - 7th Permits (Low)	£368.00		£368.00	0.00%	
Mobile Plant - 3rd - 7th Permits (Medium)	£590.00		£590.00	0.00%	
Mobile Plant - 3rd - 7th Permits (High)	£884.00		£884.00	0.00%	
Mobile Plant - 8th + Permits (Low)	£189.00		£189.00	0.00%	
Mobile Plant - 8th + Permits (Medium)	£302.00		£302.00	0.00%	
Mobile Plant - 8th + Permits (High)	£453.00		£453.00	0.00%	
- Part B process subject to reporting in addition to above (under E-PRTR)	£99.00		£99.00	0.00%	
Transfer and Surrender					
Standard process transfer	£162.00		£162.00	0.00%	
Standard process partial transfer	£476.00		£476.00	0.00%	
New operator at low risk reduced fee activity	£75.00		£75.00	0.00%	
Reduced fee activity partial transfer	£476.00		£476.00	0.00%	
Temporary Transfer for Mobiles					
First Transfer	£51.00		£51.00	0.00%	
Repeat transfer	£10.00		£10.00	0.00%	
Repeat following enforcement or warning	£51.00		£51.00	0.00%	
Substantial Change					
Standard Process	£1,005.00		£1,005.00	0.00%	
Standard Process where the substantial change results in a new PPC activity	£1,579.00		£1,579.00	0.00%	
Reduced fee activities	£98.00		£98.00	0.00%	

Note

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.00
Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

Environmental Health Cont: Permits

All Non Business for VAT purposes

<u>LA - IPPC charges</u>	<u>2015/2016</u> <u>Charge £</u>	<u>2016/2017</u> <u>Charge £</u>	Increase %
<u>Environmental Permitting</u>			
<u>Application Fees</u>			
A2 Application Fee	£3,218.00	£3,218.00	0.00%
Additional fee for operating without a permit	£1,137.00	£1,137.00	0.00%
<u>Annual Subsistence Charges</u>			
Annual Subsistence (low)	£1,384.00	£1,384.00	0.00%
Annual Subsistence (Medium)	£1,541.00	£1,541.00	0.00%
Annual Subsistence (High)	£2,233.00	£2,233.00	0.00%
<u>Variation</u>			
Substantial Variation	£1,309.00	£1,309.00	0.00%
<u>Transfer</u>			
Transfer	£225.00	£225.00	0.00%
Partial Transfer	£668.00	£668.00	0.00%
<u>Surrender</u>			
Surrender	£668.00	£668.00	0.00%

HACKNEY CARRIAGES
All Outside the scope of VAT

<u>HACKNEY CARRIAGES/ PRIVATE HIRE</u>		<u>2015/2016</u> <u>Charge £</u>	<u>2016/2017</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
HC Vehicle Licences		£183.50	£189.00	3.00%
1 year New HC & PH Drivers Licences		£110.00	£113.00 ****	2.73%
3 year New HC & PH Drivers Licences		N/A	£246.00 ****	NEW FEE
3 yearly CRB Fee *		£44.00	£44.00 ****	0.00%
DVLA check		£7.50	£7.50	0.00%
HC Deposit Knowledge Test	**	£54.00	£55.00	1.85%
PH Knowledge Test		£30.00	£31.00	3.33%
PH Vehicle Licences		£183.50	£189.00	3.00%
1 year PH Operators Licences - up to 2 vehicles		£240.00	£247.00	2.92%
Up to 3-5 vehicles		£305.00	£314.00	2.95%
Up to 6-10 vehicles		£620.00	£239.00	-61.45%
11 + vehicles		£930.00	£958.00	3.01%
5 Year PH Operators Licences - up to 2 vehicles		N/A	£988.00	New Fee
Up to 3-5 vehicles		N/A	£1,256.00	New Fee
Up to 6-10 vehicles		N/A	£2,556.00	New Fee
11 + vehicles		N/A	£3,832.00	New Fee
Add Premises on Operators Licence	1 year new application	£140.00	£144.00	2.86%
	5 year new application	N/A	£450.00	New Fee
Add Premises on Operators Licence	1 year Renewal	£140.00	£144.00	2.86%
	5 Year Renewal	N/A	£410.00	New Fee
Renewal HC & PH drivers	(1 Year)	£77.00	£79.00	2.60%
	(3 Year)	£200.00	£206.00	3.00%
3 yearly CRB Fee *		£44.00	£44.00 ****	0.00%
Transfer of Ownership		£49.00	£50.00 ****	2.04%
Temprary Change of Vehicle		£65.00	£67.00	3.08%
HC Driver Test (50% to GHCA)**		£108.00	£110.00	1.85%
Replacement Plates	External Rear	£20.00	Each £20.00 ****	0.00%
	External Front	£15.00	Each £15.00	0.00%
	Int	£15.00	Each £15.00 ****	0.00%
Replacement Licence Badge		£10.00	Each £10.00 ****	0.00%
Replacement Licence Certificate		£10.50	Each £10.50	0.00%
Application to notify of change of address		£10.50	£10.50	0.00%
Hackney Carriage Sticker Pack (No Smoking Stickers)		£5.00	£5.00	0.00%
Private Hire Sticker Pack (Bus Lane , Insurance (x3) and no smoking)		£10.00	£10.00	0.00%
Bus Lane Sticker		£3.00	Each £3.00	0.00%

2015/16 Charges are currently subject to review. Any changes will be published through the usual channels.

* And then every 3 years. This fee is subject to variation in accordance with CRB increases and includes administration costs.

** This deposit fee is payable for the Hackney Carriage knowledge test and is non-refundable if the test is cancelled

*** The fee is non-refundable from the application for new drivers of both Hackney Carriage and Private Hire Drivers

**** Includes allowance for administration costs

LICENCES (Act 2003)
All Non business for VAT purposes

	<u>2015/2016</u> <u>Charge £</u>		<u>2016/2017</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>		
<u>Sex shop Licences:</u>						
Grant/Renewal	Changed to below					
New Application	£4,420		£4,420	0.00%		
Renewal Application	£2,810		£2,810	0.00%		
Transfer Application	£2,125		£2,125	0.00%		
Variation Application	£2,125		£2,125	0.00%		
Refund to unsuccessful new and renewal applications	£800		£800	0.00%		
Change of Details	£33.50		£33.50	0.00%		
Copy of Licence	£15.50		£15.50	0.00%		
<u>Houses Let in Multiple Occupation (HMO's)</u>						
New or renewed standard applications	£450.00		£450.00	0.00%		
Variations to application	£70.00		£70.00	0.00%		
Additional cost for non-standard applications per hour	£33.00		£33.00	0.00%		
Standard Application Fee Payable every three years	£370.00		£370.00	0.00%		
Non Standard Application Fee Payable on failure to licence at appropriate time	variable based on officer times	~~~	variable based on officer times	~~~		
<u>Premises Licences and Club Premises Certificates</u>						
Band A, NDRV £0 - £4,300	Conversion/New/Variation	£100.00	**	£100.00	**	0.00%
	Annual Fee	£70.00	**	£70.00	**	0.00%
Band B, NDRV £4,301 - £33,000	Conversion/New/Variation	£190.00	**	£190.00	**	0.00%
	Annual Fee	£180.00	**	£180.00	**	0.00%
Band C, NDRV £33,001 - £87,000	Conversion/New/Variation	£315.00	**	£315.00	**	0.00%
	Annual Fee	£295.00	**	£295.00	**	0.00%
# Band D, NDRV £87,001 - £125,000	Conversion/New/Variation	£450.00	**	£450.00	**	0.00%
	Annual Fee	£320.00	**	£320.00	**	0.00%
## Band E, NDRV £125,001 and above	Conversion/New/Variation	£635.00	**	£635.00	**	0.00%
	Annual Fee	£350.00	**	£350.00	**	0.00%

Note: Where Premises are used exclusively or primarily for the supply of alcohol for consumption on the premises the fee shall be 2 x the amount specified above

Note: Where Premises are used exclusively or primarily for the supply of alcohol for consumption on the premises the fee shall be 3 x the amount specified above

** **Statutory fee**

~~~ Additional charges will be incurred for non-standard applications that will be calculated in accordance with the nature and amount of extra work required.

Note: Gambling Act 2005 may give rise to changes in some of the Fees listed above but however these charges have not been set and the above will apply until further notice.

**LICENCES (Act 2003 - Continued)**  
All Non business for VAT purposes

|                                                                                         |                                                                                       | <u>2015/2016</u> |    | <u>2016/2017</u> |    | Increase |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|----|------------------|----|----------|
|                                                                                         |                                                                                       | Charge £         |    | Charge £         |    | %        |
| <b><u>Additional Fee for Licensable Activities where the Occupancy is &gt; 5000</u></b> |                                                                                       |                  |    |                  |    |          |
| Occupancy -                                                                             | 5,000 - 9,999                                                                         | £1,000.00        | ** | £1,000.00        | ** | 0.00%    |
|                                                                                         | 10,000 - 14,999                                                                       | £2,000.00        | ** | £2,000.00        | ** | 0.00%    |
|                                                                                         | 15,000 - 19,999                                                                       | £4,000.00        | ** | £4,000.00        | ** | 0.00%    |
|                                                                                         | 20,000 - 29,999                                                                       | £8,000.00        | ** | £8,000.00        | ** | 0.00%    |
|                                                                                         | 30,000 - 39,999                                                                       | £16,000.00       | ** | £16,000.00       | ** | 0.00%    |
|                                                                                         | 40,000 - 49,999                                                                       | £24,000.00       | ** | £24,000.00       | ** | 0.00%    |
|                                                                                         | 50,000 - 59,000                                                                       | £32,000.00       | ** | £32,000.00       | ** | 0.00%    |
|                                                                                         | 60,000 - 69,999                                                                       | £40,000.00       | ** | £40,000.00       | ** | 0.00%    |
|                                                                                         | 70,000 - 79,999                                                                       | £48,000.00       | ** | £48,000.00       | ** | 0.00%    |
|                                                                                         | 80,000 - 89,999                                                                       | £56,000.00       | ** | £56,000.00       | ** | 0.00%    |
|                                                                                         | 90,000 and over                                                                       | £64,000.00       | ** | £64,000.00       | ** | 0.00%    |
| <b><u>Licensing Act 2003 - Other Fees</u></b>                                           |                                                                                       |                  |    |                  |    |          |
|                                                                                         | Loss or theft of premises licence or summary (Section 25)                             | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Application for a provisional statement where premises being built etc. (Section 29)  | £315.00          | ** | £315.00          | ** | 0.00%    |
|                                                                                         | Notification of change of name or address (Section 33)                                | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Application to vary licence to specify individual as premises supervisor (Section 37) | £23.00           | ** | £23.00           | ** | 0.00%    |
|                                                                                         | Application for minor variation to premises licence or club premises certificate      | £89.00           | ** | £89.00           | ** | 0.00%    |
|                                                                                         | Application for transfer of premises licence (Section 42)                             | £23.00           | ** | £23.00           | ** | 0.00%    |
|                                                                                         | Interim Authority Notice following the death etc of licence holder (Section 47)       | £23.00           | ** | £23.00           | ** | 0.00%    |
|                                                                                         | Theft, loss etc. of certificate or summary (Section 79)                               | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Notification of change of name or alteration of rules of club (Section 82)            | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Change of relevant registered address of club (Section 83 (1) or (2))                 | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Temporary Event Notice (Section 100)                                                  | £21.00           | ** | £21.00           | ** | 0.00%    |
|                                                                                         | Theft, loss etc. or temporary event notice (Section 110)                              | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Application for a grant or renewal of personal licence (Section 117)                  | £37.00           | ** | £37.00           | ** | 0.00%    |
|                                                                                         | Theft, loss etc. of personal licence (Section 126)                                    | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Duty to notify change of name or address (Section 127)                                | £10.50           | ** | £10.50           | ** | 0.00%    |
|                                                                                         | Right of freeholder etc. to be notified of licensing matters (Section 178)            | £21.00           | ** | £21.00           | ** | 0.00%    |
| **                                                                                      | <b>Statutory fees</b>                                                                 |                  |    |                  |    |          |

## LICENCES (Gambling Act 2005)

*All Non business for VAT purposes*

|                                                 |                                           | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|-------------------------------------------------|-------------------------------------------|------------------|------------------|----------|
|                                                 |                                           | <u>Charge £</u>  | <u>Charge £</u>  | <u>%</u> |
| <b><u>Premises Licences and Permit Fees</u></b> |                                           |                  |                  |          |
| New Small Casino                                | Application New/Provisional Statement     | £5,600.00 *      | £5,600.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £3,500.00 *      | £3,500.00 *      | 0.00%    |
|                                                 | Application Variation                     | £2,800.00 *      | £2,800.00 *      | 0.00%    |
|                                                 | Application Provisional Statement Holders | £2,100.00 *      | £2,100.00 *      | 0.00%    |
| Application Transfer / Reinstatement            | £1,260.00 *                               | £1,260.00 *      | 0.00%            |          |
| New Large Casino                                | Application New/Provisional Statement     | £7,000.00 *      | £7,000.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £7,000.00 *      | £7,000.00 *      | 0.00%    |
|                                                 | Application Variation                     | £3,500.00 *      | £3,500.00 *      | 0.00%    |
|                                                 | Application Provisional Statement Holders | £3,500.00 *      | £3,500.00 *      | 0.00%    |
| Application Transfer / Reinstatement            | £1,505.00                                 | £1,505.00        | 0.00%            |          |
| Regional Casino                                 | Application New/Provisional Statement     | £10,500.00 *     | £10,500.00 *     | 0.00%    |
|                                                 | Annual Fee                                | £10,500.00 *     | £10,500.00 *     | 0.00%    |
|                                                 | Application Variation                     | £5,250.00 *      | £5,250.00 *      | 0.00%    |
|                                                 | Application Provisional Statement Holders | £5,600.00 *      | £5,600.00 *      | 0.00%    |
| Application Transfer / Reinstatement            | £4,550.00 *                               | £4,550.00 *      | 0.00%            |          |
| Bingo Club                                      | Application New/Provisional Statement     | £2,450.00 *      | £2,450.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £700.00 *        | £700.00 *        | 0.00%    |
|                                                 | Application Variation                     | £1,225.00 *      | £1,225.00 *      | 0.00%    |
|                                                 | Application Provisional Statement Holders | £840.00 *        | £840.00 *        | 0.00%    |
| Application Transfer / Reinstatement            | £840.00 *                                 | £840.00 *        | 0.00%            |          |
| Betting Premises (excluding Tracks)             | Application New/Provisional Statement     | £2,100.00 *      | £2,100.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £420.00 *        | £420.00 *        | 0.00%    |
|                                                 | Application Variation                     | £1,050.00 *      | £1,050.00 *      | 0.00%    |
|                                                 | Application Provisional Statement Holders | £840.00 *        | £840.00 *        | 0.00%    |
| Application Transfer / Reinstatement            | £840.00 *                                 | £840.00 *        | 0.00%            |          |
| Tracks                                          | Application New/Provisional Statement     | £1,750.00 *      | £1,750.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £700.00 *        | £700.00 *        | 0.00%    |
|                                                 | Application Variation                     | £875.00 *        | £875.00 *        | 0.00%    |
|                                                 | Application Provisional Statement Holders | £665.00 *        | £665.00 *        | 0.00%    |
| Application Transfer / Reinstatement            | £665.00 *                                 | £665.00 *        | 0.00%            |          |
| Family Entertainment Centres                    | Application New/Provisional Statement     | £1,400.00 *      | £1,400.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £525.00 *        | £525.00 *        | 0.00%    |
|                                                 | Application Variation                     | £700.00 *        | £700.00 *        | 0.00%    |
|                                                 | Application Provisional Statement Holders | £665.00 *        | £665.00 *        | 0.00%    |
| Application Transfer / Reinstatement            | £665.00 *                                 | £665.00 *        | 0.00%            |          |
| Gaming Centre (Adult)                           | Application New/Provisional Statement     | £1,400.00 *      | £1,400.00 *      | 0.00%    |
|                                                 | Annual Fee                                | £700.00 *        | £700.00 *        | 0.00%    |
|                                                 | Application Variation                     | £700.00 *        | £700.00 *        | 0.00%    |
|                                                 | Application Provisional Statement Holders | £840.00 *        | £840.00 *        | 0.00%    |
| Application Transfer / Reinstatement            | £840.00 *                                 | £840.00 *        | 0.00%            |          |
| Copy of Licence                                 |                                           | £20.00 *         | £20.00 *         | 0.00%    |
| Notification of Change Fee                      |                                           | £35.00 *         | £35.00 *         | 0.00%    |
| Occasional Use Notice                           |                                           | No Fee           | No Fee           |          |
| Temporary Use notice                            |                                           | £500.00          | £500.00          |          |

\* Note :Gloucester City Council prices are set as a guide, and will be subject to variation in accordance with evidence of fairness. However the amount charged will not exceed the Statutory maximum set by Legislation.

**LICENCES (Gambling Act 2005)**  
*All Non business for VAT purposes*

|                                                          |             |                        | <u>2015/2016</u> |        | <u>2016/2017</u> |       | <u>Increase</u> |
|----------------------------------------------------------|-------------|------------------------|------------------|--------|------------------|-------|-----------------|
|                                                          |             |                        | <u>Charge £</u>  |        | <u>Charge £</u>  |       | <u>%</u>        |
| <b>Permit Fees</b>                                       |             |                        |                  |        |                  |       |                 |
| Family Entertainment Centre                              | Application | New/Renewal            | £300.00          | *      | £300.00          | *     | 0.00% each      |
|                                                          | Application | Transitional           | £100.00          | *      | £100.00          | *     | 0.00%           |
|                                                          |             | Change of Name         | £25.00           | *      | £25.00           | *     | 0.00%           |
|                                                          |             | Copy of Permit         | £15.00           | *      | £15.00           | *     | 0.00%           |
| Prize Gaming                                             | Application | New/Renewal            | £300.00          | *      | £300.00          | *     | 0.00% each      |
|                                                          | Application | Transitional           | £100.00          | *      | £100.00          | *     | 0.00%           |
|                                                          |             | Change of Name         | £25.00           | *      | £25.00           | *     | 0.00%           |
|                                                          |             | Copy of Permit         | £15.00           | *      | £15.00           | *     | 0.00%           |
| Alcohol Licences Premises-<br>2 or Less machines         | Application | New                    | £50.00           | *      | £50.00           | *     | 0.00%           |
| Alcohol Licences Premises-<br>More than 2 machines       | Application | New                    | £150.00          | *      | £150.00          | *     | 0.00%           |
|                                                          |             | Annual Fee             | £50.00           | *      | £50.00           | *     | 0.00%           |
|                                                          | Application | Transitional           | £100.00          | *      | £100.00          | *     | 0.00%           |
|                                                          | Application | Variation              | £100.00          | *      | £100.00          | *     | 0.00%           |
|                                                          |             | Change of Name         | £25.00           | *      | £25.00           | *     | 0.00%           |
|                                                          |             | Copy of Permit         | £15.00           | *      | £15.00           | *     | 0.00%           |
|                                                          | Transfer    | £25.00                 | *                | £25.00 | *                | 0.00% |                 |
| Club Gaming Permit                                       | Application | New/Renewal            | £200.00          | *      | £200.00          | *     | 0.00% each      |
|                                                          |             | Annual Fee             | £50.00           | *      | £50.00           | *     | 0.00%           |
|                                                          | Application | Transitional/Variation | £100.00          | *      | £100.00          | *     | 0.00% each      |
|                                                          |             | Copy of Permit         | £15.00           | *      | £15.00           | *     | 0.00%           |
| Club Gaming Machine Permit                               | Application | New/Renewal            | £200.00          | *      | £200.00          | *     | 0.00%           |
|                                                          |             | Annual Fee             | £50.00           | *      | £50.00           | *     | 0.00%           |
|                                                          | Application | Transitional/Variation | £100.00          | *      | £100.00          | *     | 0.00% each      |
|                                                          |             | Copy of Permit         | £15.00           | *      | £15.00           | *     | 0.00%           |
| Club (fast Track) for Gaming Permit<br>or Machine Permit | Application | New/Renewal            | £100.00          | *      | £100.00          | *     | 0.00% each      |
|                                                          |             | Annual Fee             | £50.00           | *      | £50.00           | *     | 0.00%           |
|                                                          | Application | Transitional           | £100.00          | *      | £100.00          | *     | 0.00%           |

\* Note Where Annual Fee, Renewal Fee, Transitional Fee, Change of Name, Copy Permit, Variation, and Transfer if not noted - it is because the fee is not Applicable. For the Permit Type.

\*\* All Fees Listed are Statutory and Set by the Secretary of State and Licensing Authority

**No Smoking Policy**  
**(Health Act 2006)**  
*All Non business for VAT purposes*

|                                         |                       | <u>2015/2016</u><br>Charge £ | <u>2016/2017</u><br>Charge £ | <u>Increase</u><br>% |
|-----------------------------------------|-----------------------|------------------------------|------------------------------|----------------------|
| <b><u>Fixed Penalty</u></b>             |                       |                              |                              |                      |
| Failure to Display NO Smoking Signs     | (paid within 15 Days) | £150.00 *                    | £150.00 *                    | 0.00%                |
|                                         | (paid within 29 days) | £200.00 *                    | £200.00 *                    | 0.00%                |
| Smoking Offences in a Smoke- free Place | (paid within 15 Days) | £30.00 **                    | £30.00 **                    | 0.00%                |
|                                         | (paid within 29 days) | £50.00 **                    | £50.00 **                    | 0.00%                |

\* Note that this is a Statutory Penalty under Section 6 of the Health Act 2006

\*\* Note that this is a Statutory Penalty under Section 7 of the Health Act 2006

**ENVIRONMENTAL HEALTH**

*All Non Business for VAT purposes unless where stated*

|                                                   |                                                | <u>2015/2016</u><br>Charge £ | <u>2016/2017</u><br>Charge £ | <u>Increase</u><br>% |
|---------------------------------------------------|------------------------------------------------|------------------------------|------------------------------|----------------------|
| Food Export Certificates                          |                                                | £27.00                       | £27.50                       | 1.85%                |
| Level 2 Award in Food Safety in Catering Training | Gloucester business candidates                 | £47.00                       | £48.00                       | 2.13%                |
|                                                   | non-Gloucester business candidates             | £59.00                       | £60.50                       | 2.54%                |
|                                                   | At the Business Address <b>(VAT INCLUSIVE)</b> | £40.00                       | £41.00                       | 2.50%                |
| N.B. Discounts are available for group bookings   |                                                |                              |                              |                      |
| <b><u>Animal Health Licences</u></b>              |                                                | Plus cost of vet ***         |                              |                      |
| Animal Boarding Establishments                    |                                                | £123.00                      | £123.00                      | 0.00%                |
| Breeding of Dogs Licence***                       |                                                | £73.00                       | £73.00                       | 0.00%                |
| Dangerous Wild Animals Licence ***                | Initial application                            | £631.00                      | £200.00                      | -68.30%              |
|                                                   | Renewal application                            | £74.00                       | £150.00                      | 102.70%              |
| Pet Shop Licences ***                             |                                                | £70.00                       | £70.00                       | 0.00%                |
| Zoo Licences ***                                  |                                                | £414.00                      | £414.00                      | 0.00%                |
| Horse Riding Establishment Licence ***            |                                                | N/A                          | £144.00                      | NEW FEE              |
| Copy of licence                                   |                                                | £10.50                       | £10.50                       | 0.00%                |
| <b><u>Scrap Metal Dealers Licence</u></b>         |                                                |                              |                              |                      |
| <b><u>Application</u></b>                         |                                                |                              |                              |                      |
| New Site Licence Application                      |                                                | £430.00                      | £430.00                      | 0.00%                |
| New Collectors Application                        |                                                | £258.00                      | £258.00                      | 0.00%                |
| Site Renewal Application                          |                                                | £336.00                      | £336.00                      | 0.00%                |
| Collectors Renewal Application                    |                                                | £212.00                      | £212.00                      | 0.00%                |
| Variation to Site Application                     |                                                | £230.00                      | £230.00                      | 0.00%                |
| Variation to Collectors Application               |                                                | £138.00                      | £138.00                      | 0.00%                |
| Replacement Vehicle Badge                         |                                                | £20.00                       | £20.00                       | 0.00%                |
| Copy of Paper Licence                             |                                                | £10.50                       | £10.50                       | 0.00%                |
| Change of Details                                 |                                                | £47.00                       | £47.00                       | 0.00%                |

## ALLOTMENTS

### *Exempt from VAT*

|                  | <u>2015/2016</u><br>Charge in pence |       | <u>2016/17</u><br>Charge in pence |       | <u>%</u><br>Increase |
|------------------|-------------------------------------|-------|-----------------------------------|-------|----------------------|
| per square metre | 16.548                              | Pence | 16.962                            | Pence | 2.50%                |

- Age related concessions: 40%reduction (Allotment holder pays 60% of full price)
- Concessions applicable only 1 Allotment per person.
- Plot tenants in receipt of Housing Benefit and/or Council Tax Support and proven are entitled to 40% discount.
- People with a disability are entitled to 40% concession
- Concession is available for men & women over the age of 65.
- Women currently receiving age related benefit before 1/12/14 and below age 65 years will continue to do so.

### Hire of Parks for Events

| <b>Application Fee</b>                                  | <u>2015/2016</u><br>Charge |  | <u>2016/2017</u><br>Charge |  |       |
|---------------------------------------------------------|----------------------------|--|----------------------------|--|-------|
| This is not refundable and is to be paid on application |                            |  |                            |  |       |
| Commercial Promotion                                    | £100.00                    |  | £102.50                    |  | 2.50% |
| National Registered Charity                             | £50.00                     |  | £51.25                     |  | 2.50% |
| Local charity or not for profit organisation            | FREE                       |  | FREE                       |  | 0.00% |

### *Exempt from VAT*

|                                                 | <u>2015/2016</u><br>Charge |  | <u>2016/2017</u><br>Charge |  |       |
|-------------------------------------------------|----------------------------|--|----------------------------|--|-------|
| <b>Gloucester Park/ Plock Court (Rate per c</b> |                            |  |                            |  |       |
| Commercial Promotion                            | From £700*                 |  | From £700*                 |  | 0.00% |
| National Registered Charity                     | £100.00                    |  | £102.50                    |  | 2.50% |
| Local charity or not for profit organisation    | £50.00                     |  | £51.25                     |  | 2.50% |
| <b>All Other Public Open Space</b>              |                            |  |                            |  |       |
| Commercial Promotion                            | From £300                  |  | From £300                  |  | 0.00% |
| National Registered Charity                     | FREE                       |  | FREE                       |  | 0.00% |
| Local charity or not for profit organisation    | FREE                       |  | FREE                       |  | 0.00% |

\*Fees will be negotiable and will be based on the scale and requirements of the event. This will be considered on a case by case basis.

### **City Centre**

Negotiable and will be based on the scale and requirements for the event. This will be considered on a case by case basis.

### **Cancellation Policy**

|                        |                   |                   |
|------------------------|-------------------|-------------------|
| 6 Weeks Prior to Event | 10% of total fee  | 10% of total fee  |
| 5 Weeks Prior to Event | 20% of total fee  | 20% of total fee  |
| Less than 5 Weeks      | 50% of total fee  | 50% of total fee  |
| Less than 2 Weeks      | 100% of total fee | 100% of total fee |
| Set up day             | 25% of total fee  | 25% of total fee  |
| Breakdown day          | 25% of total fee  | 25% of total fee  |

### **Bond**

Dependant on size of event and equipment used.  
Minimum of £500, If large vehicles present on open space - Minimum of £2000

### **Film Crew**

|                      |            |            |       |
|----------------------|------------|------------|-------|
| Amateur/Student crew | £50 a day  | £50 a day  | 0.00% |
| Professional         | £250 a day | £250 a day | 0.00% |

Please note: other charges may apply for additional services or permissions, for example:

- (i) Land use agreement (£150 - £750)
- (ii) Equipment hire
- (iii) Electrical hook-up
- (iv) Provision of water
- (v) Waste management
- (vi) Licences e.g. temporary event notices

## Stray Dogs

Excludes VAT

| Charge per Day | Charges for<br>2015/2016 | Charges for<br>2016/2017 |            | Increase% |
|----------------|--------------------------|--------------------------|------------|-----------|
| 1 Day          | £80.00                   | £84.00                   | See Note 1 | 5.00%     |
| 2 Days         | £123.00                  | £128.00                  | See Note 2 | 4.07%     |
| 3 Days         | £166.00                  | £172.00                  |            | 3.61%     |
| 4 Days         | £209.00                  | £216.00                  |            | 3.35%     |
| 5 Days         | £252.00                  | £260.00                  |            | 3.17%     |
| 6 Days         | £295.00                  | £304.00                  |            | 3.05%     |
| 7 Days         | £338.00                  | £348.00                  |            | 2.96%     |

### **Note 1**

Fees will be charged for every part or whole day at the kennel

Kennel fees only have increased by 2.5%

#### **2016/17 fees based on the following:**

|                  |               |
|------------------|---------------|
| Statutory fee    | <b>£25.00</b> |
| Admin fee        | <b>£15.00</b> |
| Daily kennel fee | <b>£44.00</b> |
| Total            | <b>£84.00</b> |

One off delivery back to owner fee **£30.00**

### **Note 2**

Costs will increase by £44.00 for each day or part day that the dog is held by the kennels

### **Note 3**

There will be a one off fee £30 for delivery back to the owner should the owner not be able to get to the kennels

### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit 50%

Concessionary fares for stray dog service are only eligible on kennelling fees.

I.e. the customer receives 50% discount on kennel fees but will still have to pay 100% of other fees



## CEMETERIES AND CREMATORIUM FEES

| <b>A <u>INTERMENT FEE</u></b>                                                                                                            | <b><i>Exempt from VAT</i></b> | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------|------------------|----------|
|                                                                                                                                          |                               | <u>Charge £</u>  | <u>Charge £</u>  | <u>%</u> |
| 1. Still-born child or child whose age at time of death did not exceed 3 months (to a depth not exceeding 5ft)                           |                               | £63.50           | £65.00           | 2.36%    |
| 2. Child who at the date of death had exceeded 3 months but had not attained his/her 17th birthday (to a depth not exceeding 5ft)        |                               | £228.75 **       | £234.50 **       | 2.51%    |
| 3. Person who at the date of death attained his/her 17th birthday (to a depth not exceeding 5ft)                                         |                               | £653.50 **       | £670.00 **       | 2.52%    |
| 4. Person who at the date of death attained his/her 17th birthday (to a depth not exceeding 7ft)                                         |                               | £945.50 **       | £969.00 **       | 2.49%    |
| 5. Extra depth 7ft - 9ft                                                                                                                 |                               | £412.25          | £422.50          | 2.49%    |
| 6. Coffin or Casket exceeding 7ft 2" long or exceeding 32" wide - additional cost of shoring extra wide casket, plus wooden shoring      |                               | £917.25 **       | £940.00 **       | 2.48%    |
| 7. Coffin or Casket exceeding 7ft 2" long or exceeding 32" wide - additional cost shoring in a re-open grave space next door is not lost |                               | £273.25 **       | £280.00 **       | 2.47%    |

**Note:** Fees numbered 1 and 2 above are not payable by the next-of-kin provided the deceased's normal residence was within the administrative area of the Gloucester City Council. Thus, where a grave is purchased and dug for three and the first interment is that of a child qualifying for free burial the fee payable will be £1260.92 less the appropriate child fee.

Fees or other optional services, eg Organ, Organist's, "Exclusive Right of Burial", etc, remain payable in accordance with those specified below.

|                                             | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|---------------------------------------------|------------------|------------------|----------|
|                                             | <u>Charge £</u>  | <u>Charge £</u>  | <u>%</u> |
| Any bricked grave <b>Standard rated VAT</b> | £8,408.50        | £8,618.50        | 2.50%    |

| <b>B <u>INTERMENT OF CREMATED REMAINS</u></b>                                                 | <b><i>Exempt</i></b> | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|-----------------------------------------------------------------------------------------------|----------------------|------------------|------------------|----------|
|                                                                                               |                      | <u>Charge £</u>  | <u>Charge £</u>  | <u>%</u> |
| In an earth grave where the Exclusive Right of Burial has been purchased                      |                      | £203.50          | £209.50          | 2.95%    |
| To pour ashes into a grave where cremation took place at Gloucester                           |                      | £47.75           | £49.00           | 2.62%    |
| <b>C <u>NEW CREMATED REMAINS GARDEN</u></b>                                                   |                      |                  |                  |          |
| Charges for purchase of Burial rights for cremated remains only                               | <b><i>Exempt</i></b> | £254.25          | £261.50          | 2.85%    |
| Interment fee (applicable in addition to the above charge)                                    |                      | £203.50          | £209.50          | 2.95%    |
| Permission for Headstone                                                                      |                      | £125.50          | £129.00          | 2.79%    |
| <b>D <u>SCATTERING OF CREMATED REMAINS ON A GRAVE</u></b>                                     |                      |                  |                  |          |
|                                                                                               | <b><i>Exempt</i></b> |                  |                  |          |
| 1. Where a cremation has taken place at Gloucester Crematorium with or without an appointment |                      | £47.75           | £49.00           | 2.62%    |
| 2. Where cremation has taken place elsewhere, with or without an appointment                  |                      | £56.25           | £57.75           | 2.67%    |

**\*\* Statutory fees**

Concessions:

Concessions of 100% apply to the interment or cremation of children aged under 17 whose usual residence was within the City of Gloucester. This concession does not apply to the interment of cremated remains

## CEMETERIES AND CREMATORIUM FEES (Continued)

|          |                                                                           | <u>2015/2016</u><br><u>Charge £</u> | <u>2016/2017</u><br><u>Charge £</u> | <u>Increase</u><br><u>%</u> |
|----------|---------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| <b>E</b> | <b><u>EARTH GRAVE</u></b>                                                 |                                     |                                     |                             |
|          |                                                                           |                                     |                                     | <i>Exempt from VAT</i>      |
| 1.       | Exclusive Right of Burial for 50yrs                                       | £643.25                             | £660.00                             | 2.60%                       |
|          | Exclusive Right of Burial for 75yrs                                       | £984.00                             | £1,008.50                           | 2.49%                       |
|          | Exclusive Right of Burial for 99yrs                                       | £1,638.50                           | £1,680.00                           | 2.53%                       |
|          | Purchase in Reserve                                                       |                                     |                                     | <i>Exempt from VAT</i>      |
|          |                                                                           | £1,189.00                           | £1,220.00                           | 2.61%                       |
| <b>F</b> | <b><u>USE OF CHAPEL FOR BURIAL &amp; MEMORIAL SERVICES</u></b>            |                                     |                                     |                             |
|          | This charge now includes use of organ and organist (whether used or not)  | £204.50                             | £209.50                             | 2.44%                       |
| <b>G</b> | <b><u>MEMORIALS, etc. (For the right to erect or place)</u></b>           |                                     |                                     |                             |
|          |                                                                           |                                     |                                     | <i>Exempt from VAT</i>      |
| 1.       | Headstone not exceeding 3ft. in height                                    | £289.50                             | £296.75                             | 2.50%                       |
| 2.       | Vase or block of quarried stone not exceeding 10"x10"x10" (free standing) | £80.00                              | £82.00                              | 2.50%                       |
| 3.       | Each inscription after the first £60.00 + £10.50 VAT                      | £80.00                              | £82.00                              | 2.50%                       |
| 4.       | Raised stone 18"x12"x4" with or without flower container                  | £125.50                             | £129.00                             | 2.79%                       |
| <b>H</b> | <b><u>GRAVE MAINTENANCE</u></b>                                           |                                     |                                     |                             |
|          |                                                                           |                                     |                                     | <i>Standard rated</i>       |
| 1.       | Keeping tidy per grave annually                                           | £87.75 *                            | £90.00 *                            | 2.56%                       |
| 2.       | Keeping tidy and planting per grave annually                              | £132.25 *                           | £135.50 *                           | 2.46%                       |
| 3.       | Keeping tidy C.W.G.C. Graves per grave annually                           | £6.75 *                             | £7.00 *                             | 3.70%                       |
| 4.       | Search Fees - Records                                                     | £42.00 *                            | £43.00 *                            | 2.38%                       |
|          | <b>* Including VAT at standard rate</b>                                   |                                     |                                     |                             |
|          | <b><u>WOODLAND BURIALS</u></b>                                            |                                     |                                     |                             |
|          | All inclusive charge for a Woodland Burial                                | £1,401.72                           | £1,437.00                           | 2.52%                       |

## CEMETERIES AND CREMATORIUM FEES(continued)

### CREMATORIUM

| <i>Exempt from VAT</i>                                                                                                                                                                                                  |                                                                                                                      | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------|
|                                                                                                                                                                                                                         |                                                                                                                      | <u>Charge £</u>  | <u>Charge £</u>  | <u>%</u> |
| A                                                                                                                                                                                                                       | <u>CREMATION FEES</u>                                                                                                |                  |                  |          |
| 1.                                                                                                                                                                                                                      | Stillborn child or child whose age at time of death did not exceed 3 months                                          | £62.00           | £63.50           | 2.42%    |
| 2.                                                                                                                                                                                                                      | Child who at the date of death had exceeded 3 months but had not attained his/her 17th birthday                      | £120.50          | £123.50          | 2.49%    |
| 3.                                                                                                                                                                                                                      | Person who at the date of death attained his/her 17th birthday                                                       | £756.00 * #      | £810.00 * #      | 7.14%    |
| *                                                                                                                                                                                                                       | This charge includes the medical referee fee together with the use of organ and organist's fee (whether used or not) |                  |                  |          |
| #                                                                                                                                                                                                                       | This charge includes Mercury Abatement Fee                                                                           |                  |                  |          |
| NOTE: Fees numbered 1 and 2 above, and Medical Referee fees related thereto, are not payable by next-of-kin provided the deceased's normal residence was within the administrative area of the Gloucester City Council. |                                                                                                                      |                  |                  |          |
| Concessions of 100% apply to the interment or cremation of children aged under 17 whose usual residence was within the City of Gloucester. This concession                                                              |                                                                                                                      |                  |                  |          |
|                                                                                                                                                                                                                         | In Special circumstances a request can be made for a 4.00pm Cremation Service                                        | £123.50          | £126.50          | 2.43%    |
| B                                                                                                                                                                                                                       | <u>SCATTERING OF CREMATED REMAINS</u>                                                                                |                  |                  |          |
| 1.                                                                                                                                                                                                                      | Where cremation has taken place at Gloucester Crematorium, by appointment                                            | £47.75           | £49.00           | 2.62%    |
| 2.                                                                                                                                                                                                                      | Where cremation has taken place elsewhere, with or without appointment                                               | £56.25           | £57.75           | 2.67%    |
| C                                                                                                                                                                                                                       | <u>ADDITIONAL CREMATION CERTIFICATES</u>                                                                             | £20.50           | £21.00           | 2.44%    |
| D                                                                                                                                                                                                                       | <u>MEDICAL REFEREES FEES</u>                                                                                         | £50.54           | £51.80           | 2.49%    |
| E                                                                                                                                                                                                                       | <u>CREMATORIUM CASKETS</u>                                                                                           |                  |                  |          |
|                                                                                                                                                                                                                         | Polytainer                                                                                                           | £11.25           | £11.50           | 2.22%    |
|                                                                                                                                                                                                                         | Lawnswood Urn                                                                                                        | £28.25           | £29.00           | 2.65%    |
|                                                                                                                                                                                                                         | Derby Casket                                                                                                         | £56.50           | £58.00           | 2.65%    |
| F                                                                                                                                                                                                                       | <u>LOAN OF SCATTERING URN</u>                                                                                        | £35.00           | £36.00           | 2.86%    |
|                                                                                                                                                                                                                         | <u>Deposit of Cremated Remains per Month after Month</u>                                                             | £38.00           | £39.00           | 2.63%    |
| G                                                                                                                                                                                                                       | <u>NATIVE HARDWOOD GARDEN SEAT</u>                                                                                   | £1,103.50 *      | £1,130.00 *      | 2.40%    |
|                                                                                                                                                                                                                         | <u>Granite Seat</u>                                                                                                  | £1,901.00 *      | £1,950.00 *      | 2.58%    |
| H                                                                                                                                                                                                                       | <u>BOOK OF MEMORY</u>                                                                                                |                  |                  |          |
| 1.                                                                                                                                                                                                                      | 2 Line Inscription                                                                                                   | £67.25 *         | £69.00 *         | 2.60%    |
| 2.                                                                                                                                                                                                                      | 5 Line Inscription                                                                                                   | £112.75 *        | £116.00 *        | 2.88%    |
| <b>* Including VAT at standard rate</b>                                                                                                                                                                                 |                                                                                                                      |                  |                  |          |

## CEMETERIES AND CREMATORIUM FEES (Continued)

### KERB PLAQUES, TREES, ETC. (20 YRS)

|                                                   |                        | <u>2015/2016</u><br>Charge £ | <u>2016/2017</u><br>Charge £ | <u>Increase</u><br>% |
|---------------------------------------------------|------------------------|------------------------------|------------------------------|----------------------|
| Single bronze kerb plaque                         |                        | £334.75 *                    | £343.00 *                    | 2.46%                |
| Single bronze kerb plaque c/w a Rose motif        |                        | £371.00 *                    | £380.25 *                    | 2.49%                |
| Double bronze kerb plaque                         |                        | £667.25 *                    | £684.00 *                    | 2.51%                |
| Single bronze tree plaque                         |                        | £366.50 *                    | £375.50 *                    | 2.46%                |
| Double bronze tree plaque                         |                        | £708.25 *                    | £726.00 *                    | 2.51%                |
| Bronze Heart Tree Plaque (max of 50 letters/figs) |                        | £404.50 *                    | £414.50 *                    | 2.47%                |
| Bronze Heart Tree Plaque c/w a Rose motif         |                        | £431.00 *                    | £442.00 *                    | 2.55%                |
| Reserved space on kerb                            |                        | £79.00 *                     | £81.00 *                     | 2.53%                |
| Flowering tree                                    |                        | £547.00 *                    | £560.50 *                    | 2.47%                |
| & Plaque                                          |                        | £845.00 *                    | £866.00 *                    | 2.49%                |
| Standard Rose Tree or Shrub                       |                        | £288.50 *                    | £295.75 *                    | 2.51%                |
| & Plaque                                          |                        | £587.00 *                    | £601.75 *                    | 2.51%                |
| Rose Bush                                         |                        | £198.50 *                    | £203.50 *                    | 2.52%                |
| & Plaque                                          |                        | £498.00 *                    | £510.50 *                    | 2.51%                |
| Flowering tree & tree plaque                      |                        | £1,039.50 *                  | £1,065.50 *                  | 2.50%                |
| Standard Rose Tree & single tree plaque           |                        | £721.50 *                    | £917.00 *                    | 27.10%               |
| Standard Rose Tree & bronze heart plaque          |                        | £759.50 *                    | £965.00 *                    | 27.06%               |
| Standard Rose Tree & Double tree plaque           |                        | £1,057.25 *                  | £1,344.00 *                  | 27.12%               |
| Single Granite Plaques                            | Range from             | £372.50 *                    | £382.00 *                    | 2.55%                |
|                                                   | to                     | £506.00 *                    | £519.00 *                    | 2.57%                |
| Double Granite Plaques                            | Range from             | £423.00 *                    | £434.00 *                    | 2.60%                |
|                                                   | to                     | £528.00 *                    | £542.00 *                    | 2.65%                |
| Renewal of Adoption for 20 yrs                    | <b>Exempt from VAT</b> |                              |                              |                      |
| Single Kerb plaque                                |                        | £139.00                      | £142.50                      | 2.52%                |
| Double Kerb Plaque                                |                        | £277.25                      | £284.50                      | 2.61%                |
| Standard Rose Tree or Shrub and Plaque            |                        | £223.00                      | £229.00                      | 2.69%                |
| Standard tree and Plaque                          |                        | £240.00                      | £246.00                      | 2.50%                |
| Rose Bush and Plaque                              |                        | £183.50                      | £188.00                      | 2.45%                |
| Renewal of Reserved Space on Kerb                 |                        | £79.00                       | £81.00                       | 2.53%                |
| New Memorial Garden                               |                        |                              |                              |                      |
| Vase                                              |                        | £858.50 *                    | £880.00 *                    | 2.50%                |
| Sanctum 2000                                      |                        | £1,290.00 *                  | £1,322.00 *                  | 2.48%                |
| Sanctum 2                                         |                        | £1,503.75 *                  | £1,541.00 *                  | 2.48%                |
| Use of organ and organist                         |                        | £63.00 *                     | £64.60 *                     | 2.54%                |
| Included in use of chapel                         |                        |                              |                              |                      |

\* Including VAT at standard rate

## CEMETERIES AND CREMATORIUM FEES (Continued)

| <u>Cedar Garden Price List</u>                  | <u>2015/2016</u> | <u>2016/2017</u> | Increase |
|-------------------------------------------------|------------------|------------------|----------|
|                                                 | Charge £         | TOTAL £          | %        |
| <b>Cedar Garden</b>                             |                  |                  |          |
| Standard Rose Tree                              | £398.00 *        | £408.00 *        | 2.51%    |
| Single Bronze Tree Plaque                       | £496.50 *        | £509.00 *        | 2.52%    |
| Granite Tree Plaque Standard Motif (Extra cost) | £68.25 *         | £70.00 *         | 2.56%    |
| <b>Boutonniere Plaques</b>                      |                  |                  |          |
| Text Only                                       | £463.25 *        | £475.00 *        | 2.54%    |
| Hand Painted Motif                              | £490.00 *        | £502.00 *        | 2.45%    |
| Photo Plaque                                    | £530.00 *        | £543.00 *        | 2.45%    |
| <b>Granite Memorial Book</b>                    |                  |                  |          |
| Plaque                                          | £331.00 *        | £340.00 *        | 2.72%    |

\* Including VAT at standard rate

| <u>Cremated Remains Memorials Price List</u> | <u>2015/2016</u> | <u>2016/2017</u> |       |
|----------------------------------------------|------------------|------------------|-------|
|                                              | Charge £         | TOTAL £          |       |
| <b>Cariad Collection Keepsakes</b>           |                  |                  |       |
| Cheviot Keepsake                             | £41.00 *         | £42.00 *         | 2.44% |
| Brecon Keepsake                              | £41.00 *         | £42.00 *         | 2.44% |
| Dynasty Keepsake                             | £41.00 *         | £42.00 *         | 2.44% |
| Pennine Keepsake                             | £41.00 *         | £42.00 *         | 2.44% |
| Mendip Keepsake                              | £41.00 *         | £42.00 *         | 2.44% |
| Cairngorm Keepsake                           | £41.00 *         | £42.00 *         | 2.44% |
| <b>Cariad Full Size Urns</b>                 |                  |                  |       |
| Cheviot Full Size Urns                       | £180.00 *        | £184.50 *        | 2.50% |
| Brecon Full Size Urns                        | £180.00 *        | £184.50 *        | 2.50% |
| Dynasty Full Size Urns                       | £180.00 *        | £184.50 *        | 2.50% |
| Pennine Full Size Urns                       | £180.00 *        | £184.50 *        | 2.50% |
| Mendip Full Urns                             | £180.00 *        | £184.50 *        | 2.50% |
| Cairngorm Full Size Urns                     | £180.00 *        | £184.50 *        | 2.50% |
| <b>Mandalay Aluminium Urn</b>                |                  |                  |       |
| Silver                                       | £51.00 *         | £52.50 *         | 2.94% |
| Burgundy                                     | £51.00 *         | £52.50 *         | 2.94% |
| Dark Blue                                    | £51.00 *         | £52.50 *         | 2.94% |
| <b>Sterling Silver Necklace</b>              |                  |                  |       |
| Heart Pendant with Chain                     | £107.50 *        | £110.00 *        | 2.33% |
| Ribbon Pendant with Chain                    | £107.50 *        | £110.00 *        | 2.33% |
| Teardrop Pendant with Chain                  | £107.50 *        | £110.00 *        | 2.33% |
| <b>Sterling Silver Charm Bracelet</b>        |                  |                  |       |
| Charm Bracelet with Heart Charm              | £143.50 *        | £147.00 *        | 2.44% |
| Charm Bracelet with Round Charm              | £143.50 *        | £147.00 *        | 2.44% |
| <b>Derby Caskets</b>                         |                  |                  |       |
| Single Adult Caskets                         | £56.50 *         | £58.00 *         | 2.65% |
| Child Caskets                                | £49.00 *         | £50.00 *         | 2.04% |
| Baby Caskets                                 | £44.00 *         | £45.00 *         | 2.27% |

\* Including VAT at standard rate

## CEMETERIES AND CREMATORIUM FEES (Continued)

### The Columabria Plaque Range Price List

#### Remembrance Plaques (with 20 years Adoption)

|                                                                                                                                                                                                               | <u>2015/2016</u><br><u>Charge £</u> | <u>2016/17</u><br><u>Charge £</u> | <u>Increase</u><br><u>%</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|
| <b>Posy Collection</b>                                                                                                                                                                                        |                                     |                                   |                             |
| 195mm x 125mm x 10mm Plaque with fixing spike<br>Available in Black, Lavender Blue, Blue Pearl, Imperial Green or Red Granite<br>This price includes an intricately carved floral motif, inscription & spike. | £469.50 *                           | £481.50 *                         | 2.56%                       |
| <b>Scenic Collection</b>                                                                                                                                                                                      |                                     |                                   |                             |
| 10" x 7" x 10mm Oval Plaque with fixing spike.<br>Available in Black Granite<br>This price includes a tranquil landscape scene, inscription & spike.                                                          | £537.50 *                           | £551.00 *                         | 2.51%                       |
| <b>Memories Collection</b>                                                                                                                                                                                    |                                     |                                   |                             |
| <b>Locket</b>                                                                                                                                                                                                 |                                     |                                   |                             |
| 10 1/2" x 6" x 10mm Heart shaped pendant plaque with fixing spike<br>Available in Black Granite<br>This price includes locket design, photo plaque, inscription & spike.                                      | £630.00 *                           | £646.00 *                         | 2.54%                       |
| <b>Keepsake</b>                                                                                                                                                                                               |                                     |                                   |                             |
| 7" x 8" x 10mm Open Trinket shaped plaque with fixing spike.<br>Available in Tropical Brown Granite.<br>This Price includes the trinket box design, inscription & spike.                                      | £537.50 *                           | £551.00 *                         | 2.51%                       |
| <b>Candle</b>                                                                                                                                                                                                 |                                     |                                   |                             |
| 9" x 5" x 10mm Candle shaped plaque with fixing spike.<br>Available in Black Granite.<br>This price includes candle design, inscription & spike.                                                              | £592.50 *                           | £607.50 *                         | 2.53%                       |
| <b>Childrens Plaques</b>                                                                                                                                                                                      |                                     |                                   |                             |
| <b>"To the Moon &amp; Back"</b>                                                                                                                                                                               |                                     |                                   |                             |
| 9" Diameter x 10mm circular plaque.<br>Available in Black Granite.<br>This price includes the design, inscription & spike.                                                                                    | £592.50 *                           | £607.50 *                         | 2.53%                       |
| <b>" Over the Rainbow"</b>                                                                                                                                                                                    |                                     |                                   |                             |
| 9" Diameter x 10mm Circular plaque.<br>Available in Black Granite.<br>This price includes the design, inscription & spike.                                                                                    | £592.50 *                           | £607.50 *                         | 2.53%                       |
| <b>"Butterfly"</b>                                                                                                                                                                                            |                                     |                                   |                             |
| 9" x 7" x 10mm Butterfly shaped plaque.<br>Available in Black, Blue Pearl, Imperial Green, Tropical Brown or Red.<br>This price includes the design, inscription & spike.                                     | £537.50 *                           | £551.00 *                         | 2.51%                       |

\* Including VAT at standard rate

# **Bulky Item and Garden Waste Charges**

**Non business for VAT purposes**

## **Bulky Items**

The City Council provides a bulky item collection service. The charge is:

General households: £25 for up to 3 items (£24 for 2015/16), with any additional items at £8 per item

Households in receipt of benefit: £12 for up to 3 items, with any additional items at £4 per item

### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit

### **Amount of concession**

50%

## **Garden Waste**

The City Council provides a fortnightly waste collection service. The charge is:

General households: £36 per annum

Households in receipt of benefit: £18 per annum

### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit

### **Amount of concession**

50%

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**1. Results of Budget Consultation**

- 1.1 The council's budget consultation for 2016/17 has used an on-line interactive budget survey developed with Govmetric, a link to which has been available on the council's website. Leaflets were also available from the council reception at the city council offices at the Docks, GL1, Oxstalls Sports Park, the Guildhall, and at the City and Folk museums.
- 1.2 Any callers to the council by telephone during the consultation period were also given the opportunity to take part in the survey by customer services staff. The consultation period was initially for six weeks during September and October 2015 with a further consultation during January 2016.
- 1.3 Throughout this process, views of the public and other partners/stakeholders have been sought on the council's financial plans including levels of spending, potential efficiencies and budget savings, as well as opinions on the level of council tax increases and other fees and charges.
- 1.4 The online and offline consultation also highlighted the savings the City Council has already made and highlighted the share of Council tax received by the City.
- 1.5 There were 1928 responses of which **1271** were useable, received as part of the consultation process

**2. Consultation responses**

Q. *Which Council Services are most important to you?*

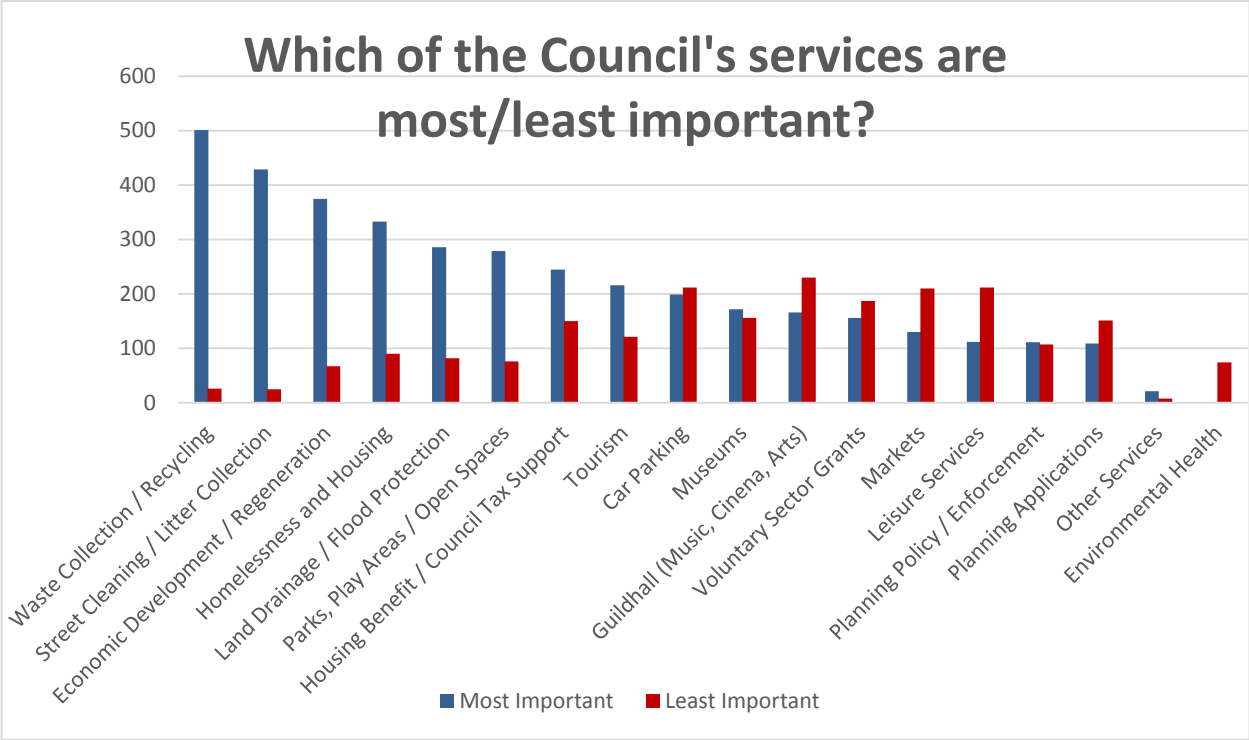
The consultation asked for the people to select the 3 **most** important services provided by the Council from eighteen options, the top 6 and the % are as follows;

|    |                                      |     |
|----|--------------------------------------|-----|
| 1. | Waste Collection                     | 13% |
| 2. | Street Cleansing & litter Collection | 12% |
| 3. | Economic Development                 | 10% |
| 4. | Homelessness                         | 9%  |
| 5. | Land Drainage & Flooding             | 8%  |
| 6. | Parks, play areas & Open spaces      | 7%  |

The consultation asked for the people to select the 3 **least** important services provided by the Council from eighteen options, the top 6 and the % are as follows;

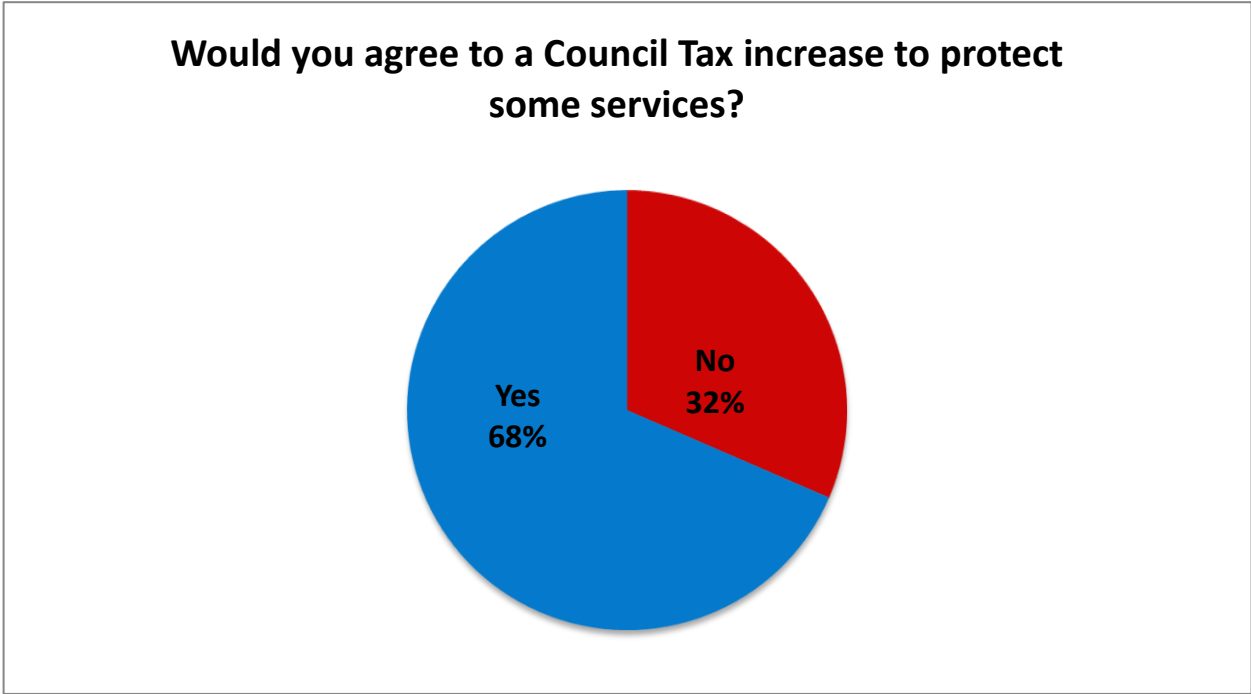
|    |                                            |     |
|----|--------------------------------------------|-----|
| 1. | Gloucester Guildhall (Music, Cinema, Arts) | 11% |
| 2. | Car parking                                | 10% |
| 3. | Leisure Services                           | 10% |
| 4. | Markets                                    | 10% |
| 5. | Museums                                    | 7%  |
| 6. | Planning                                   | 7%  |

The chart below details response for all areas;



Q. *Would you agree to a council tax increase to protect some services?*

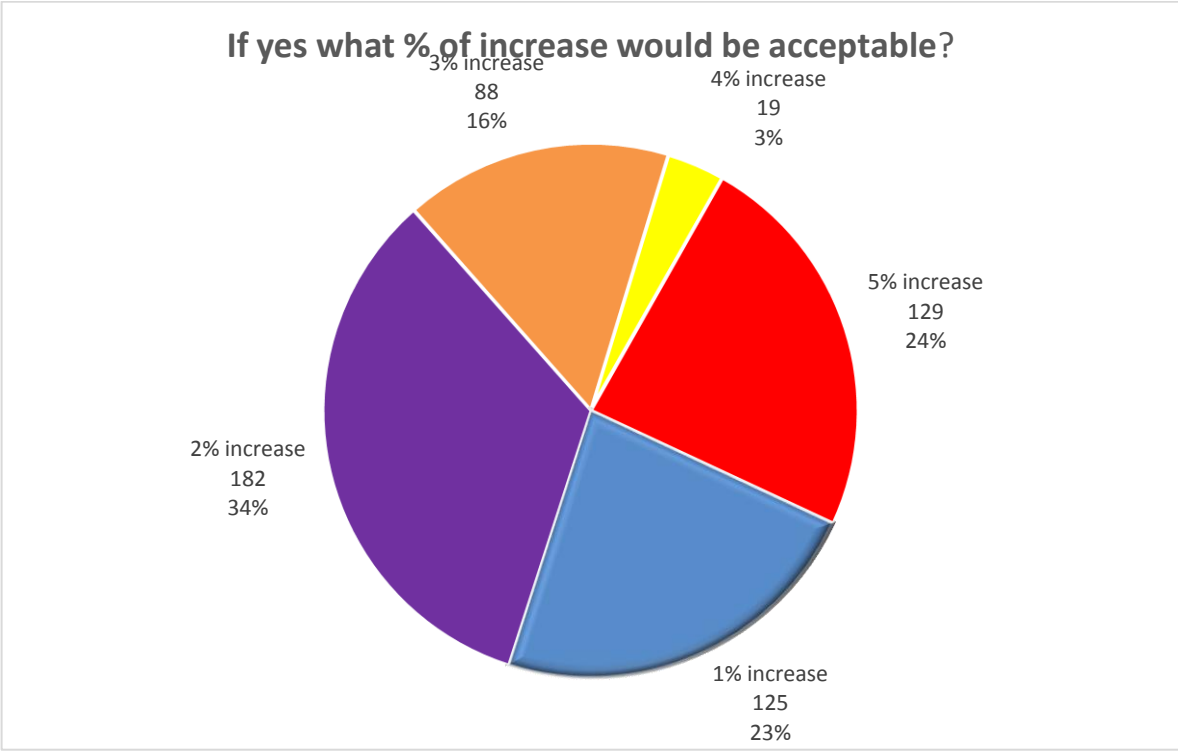
The chart below details response to this question; (2014 Yes 77%, No 23%)



A subsidiary to this question was;

*If yes, what level of increase would be acceptable?*

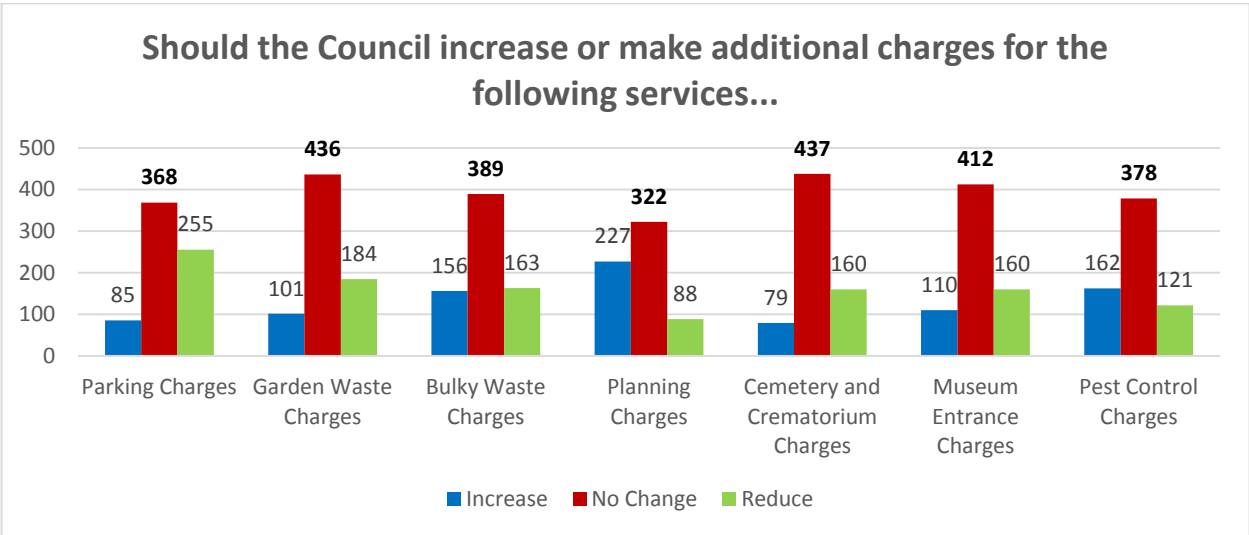
The chart below details response to this question;



Of the yes responses it can be seen that 77% would accept an increase of 2% or more.

*Q. Should the council increase or make additional charges for services*

The consultation asked for the people to select charges by the Council from 7 options, and also any other possible options; The chart below details response to this question of charges to increase, decrease or no change;



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|                         |                                      |                                     |
|-------------------------|--------------------------------------|-------------------------------------|
| <b>Meeting:</b>         | Council                              | <b>Date:</b> 25 February 2016       |
| <b>Subject:</b>         | Council Tax Setting 2016/17          |                                     |
| <b>Report Of:</b>       | Leader of the Council                |                                     |
| <b>Wards Affected:</b>  | All                                  |                                     |
| <b>Key Decision:</b>    | No                                   | <b>Budget/Policy Framework:</b> Yes |
| <b>Contact Officer:</b> | Jon Topping, Head of Finance         |                                     |
|                         | Email: jon.topping@gloucester.gov.uk | Tel: 396242                         |
| <b>Appendices:</b>      | 1. Council Tax Resolution            |                                     |

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To recommend to the Council to pass the resolution as set out in the Appendix to this report relating to the setting of Council Tax

### 2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

(1) The Council pass the statutory resolutions as set out in the Appendix 1 to the report.

### 3.0 Background and Key Issues

- 3.1 The Council, earlier in today's meeting, will have determined its budget for the 2016/17 financial year. Having determined the budget, the Council is asked to pass the statutory resolutions relating to Council Tax setting, which will include precepts by the County Council, the Police and Crime Commissioner for Gloucestershire, and Quedgeley Parish Council.
- 3.2 The Localism Act 2011 made significant changes to the Local Government Finance Act 1992, and requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.
- 3.3 The precept levels of other precepting bodies have been received. These are detailed below:

#### 3.3.1 Quedgeley Parish Council

Quedgeley Parish Council Precept for 2016/17 is £224,863. This results in an average Band D Council Tax figure of £37.19 for 2016/17. This represents an increase of 0% on the 2015/16 Band D of £37.19

### 3.3.2 Gloucestershire County Council

Gloucestershire County Council has set their precept at £41,097,316. This results in a Band D Council Tax of £1134.01. This represents an increase of 3.99% on the 2015/16 Band D of £1090.50.

### 3.3.3 Police and Crime Commissioner for Gloucestershire

The Police and Crime Commissioner for Gloucestershire has set their precept at £7,621,781. This results in a Band D Council Tax of £210.31. This represents an increase of 1.24% on the 2015/16 Band D of £207.73

## 4.0 Alternative Options Considered

4.1 There are no alternative options available

## 5.0 Reasons for Recommendations

5.1 To comply with the statutory requirement to set the Council Tax requirement for the forthcoming year as per the Local Government Finance Act 1992.

## 6.0 Future Work and Conclusions

6.1 The recommendations of the Cabinet are set out in the formal Council Tax Resolution in Appendix 1.

6.2 If the formal Council Tax Resolution at Appendix 1 is approved, the total Band D Council Tax will be as follows:

| <b>Authority</b>              | <b>2015/16</b> | <b>2016/17</b> | <b>Increase</b> |
|-------------------------------|----------------|----------------|-----------------|
|                               | <b>£</b>       | <b>£</b>       | <b>%</b>        |
| City Council                  | 180.42         | 185.42         | 2.77%           |
| County Council                | 1090.50        | 1134.01        | 3.99%           |
| Police and Crime Commissioner | 207.73         | 210.31         | 1.24%           |
| Quedgeley Parish              | 37.19          | 37.19          | 0.00%           |
| <b>Total</b>                  | <b>1515.84</b> | <b>1566.93</b> | <b>3.37%</b>    |

## 7.0 Financial Implications

7.1 Covered in the report

(Financial Services have been consulted in the preparation this report.)

## 8.0 Legal Implications

8.1 Covered in the report.

(Legal Services have been consulted in the preparation this report.)

## **9.0 Risk & Opportunity Management Implications**

- 9.1 It is essential that the composite Council Tax rate is set in accordance with the Council tax billing timetable. Any delay would put the Council at risk of not being able to collect the tax in time to make precept payments which would have serious cash flow implications.

## **10.0 People Impact Assessment (PIA):**

- 10.1 The report is purely financial in nature and therefore a PIA is not required.

## **11.0 Other Corporate Implications**

### Community Safety

- 11.1 There are no specific Community Safety implications.

### Sustainability

- 11.2 There are no specific Sustainability implications.

### Staffing & Trade Union

- 11.3 There are no specific Staffing and Trade Union implications.

## **Background Documents:**

- Council Tax Practice Note 7
- The Local Government Finance Act 1992
- The Local Government Act 2003
- Localism Act 2011

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**The Council is recommended to resolve as follows:**

1. It be noted that Gloucester City Council has calculated the Council Tax Base 2016/17.
  - (a) 36,240.7 for the whole Council Area as (item T in the formula in Section 31B of the Local Government Finance Act 1992 (as amended) (the “Act”))

:and

  - (b) 6,046 for dwellings in those parts of its area to which Quedgeley Parish precepts relates as.
2. Calculate that the Council Tax requirement for the Council’s own purposes for 2016/17 (excluding Parish Council precepts) is £6,719,750.
3. That the following amounts be calculated for the year 2016/17 in accordance with Sections 31 to 36 of the Act.
  - (a) £88,365,863 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2), (a) to (f) of the Act taking into account all precepts issued to it by the Parish Council.
  - (b) £81,421,250 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3), (a) to (d) of the Act.
  - (c) £6,944,613 - being the amount by which the aggregate at 3.(a) above exceeds the aggregate at 3.(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
  - (d) £191.62- being the amount at 3.(c) above (Item R), all divided by Item T (paragraph 1. above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (Basic Band D including Parish Council precepts).
  - (e) £224,863- being the aggregate amount of all special items (Parish Council precepts) referred to in Section 34(1) of the Act (as detailed in paragraph 5. below).
  - (f) £185.42 - being the amount at 3.(d) above less the result given by dividing the amount at 3.(e) above by Item T (sub-paragraph 1.(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Council precepts relate. (Basic Band D excluding Parish Council precepts).

Part of the Council's area (District and Parish combined at Band D)

|                     |          |
|---------------------|----------|
| Parish of Quedgeley | £224,863 |
|---------------------|----------|

Being the amounts given by adding to the amount at 3.(f) above, the amount of the Parish Council precepts relating to dwellings in those parts of the Council's area mentioned above divided by the amount at 1.(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in that part of its area;

(g)

| Valuation Bands | Quedgeley Parish | All other parts of the Council's Area |
|-----------------|------------------|---------------------------------------|
| A               | 148.40           | 123.61                                |
| B               | 173.15           | 144.22                                |
| C               | 197.88           | 164.82                                |
| D               | 222.61           | 185.42                                |
| E               | 272.07           | 226.62                                |
| F               | 321.55           | 267.83                                |
| G               | 371.01           | 309.03                                |
| H               | 445.22           | 370.84                                |

Being the amounts given by multiplying the amounts at 3.(f) by the number which, in proportion set out in Section 6(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. To note that for the year 2016/17, the County Council and the Police and Crime Commissioner for Gloucestershire have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below;

| Valuation Bands | Gloucestershire County Council | Police & Crime Commissioner |
|-----------------|--------------------------------|-----------------------------|
| A               | 756.01                         | 140.21                      |
| B               | 882.01                         | 163.57                      |
| C               | 1008.01                        | 186.94                      |
| D               | 1134.01                        | 210.31                      |
| E               | 1386.01                        | 257.05                      |
| F               | 1638.01                        | 303.78                      |
| G               | 1890.02                        | 350.52                      |
| H               | 2268.02                        | 420.62                      |

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for the year 2016/17 for each part of its area and for each of the categories of dwellings.

| Valuation Bands | Quedgeley Parish | All other parts of the Council's Area |
|-----------------|------------------|---------------------------------------|
| A               | 1044.62          | 1019.83                               |
| B               | 1218.73          | 1189.80                               |
| C               | 1392.83          | 1359.77                               |
| D               | 1566.93          | 1529.74                               |
| E               | 1915.13          | 1869.68                               |
| F               | 2263.34          | 2209.62                               |
| G               | 2611.55          | 2549.57                               |
| H               | 3133.86          | 3059.48                               |

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# Gloucester City Council

|                         |                                                                                                                          |                                                        |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Meeting:</b>         | <b>Licensing &amp; Enforcement<br/>Committee<br/>Council</b>                                                             | <b>Date: 8 December 2015<br/><br/>25 February 2016</b> |
| <b>Subject:</b>         | <b>Revised Licensing Policy Statement – Licensing Act 2003</b>                                                           |                                                        |
| <b>Report Of:</b>       | <b>Head of Public Protection</b>                                                                                         |                                                        |
| <b>Wards Affected:</b>  | <b>All</b>                                                                                                               |                                                        |
| <b>Key Decision:</b>    | <b>No</b>                                                                                                                | <b>Budget/Policy Framework: Yes</b>                    |
| <b>Contact Officer:</b> | <b>Lisa Jones – Food, Licensing &amp; Markets Service Manager</b>                                                        |                                                        |
|                         | <b>Email: lisa.jones@gloucester.gov.uk</b>                                                                               | <b>Tel: 396048</b>                                     |
| <b>Appendices:</b>      | <b>1. Draft Revised Licensing Policy Statement</b><br><b>2. List of Consultees</b><br><b>3. Formal Written Responses</b> |                                                        |

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To present to members the result of the consultation on the Draft Revised Licensing Policy Statement.
- 1.2 To agree a final draft version of the Licensing Policy Statement for adoption by Council at the meeting on 28<sup>th</sup> January 2016.

### 2.0 Recommendations

- 2.1 The Licensing and Enforcement Committee is asked to **APPROVE** the Licensing Policy Statement and **RECOMMEND** that:
  - (1) The revised Licensing Policy Statement – Licensing Act 2003, is approved and adopted by Council.
- 2.2 Council is asked to **RESOLVE**:
  - (1) To adopt the Licensing Policy Statement 2016-2021 – Licensing Act 2003 as set out in Appendix 1.

### 3.0 Background and Key Issues

- 3.1 The Council is the Licensing Authority for the purposes of the Licensing Act 2003.
- 3.2 The Licensing Act 2003 requires the Council to produce, consult on and publish a Policy Statement that sets out the policies the Licensing Authority will apply in exercising its functions under the Licensing Act 2003.

- 3.3 Gloucester City Council published its existing Licensing Policy Statement to take effect from 7<sup>th</sup> January 2011. At the time, the statutory maximum review period was three years. Section 122 of the Police Reform and Social Responsibility Act 2011 amended Section 5 of the Licensing Act 2003, and changed the period of time which a local authority should review their Licensing Policy Statement from 3 years to 5 years.
- 3.4 The Licensing Policy Statement is now due to be reviewed and the new Statement will need to be in place by 31<sup>st</sup> January 2016.
- 3.5 The Licensing and Enforcement Committee on 15<sup>th</sup> September 2015 approved the draft revised Licensing Policy Statement for the purposes of consultation.
- 3.6 The document has been subject to a 10 week consultation that ran from 16<sup>th</sup> September 2015 until 24<sup>th</sup> November 2015.
- 3.7 A list of consultees is attached at Appendix 2.
- 3.8 In addition the consultation was published on the Council's website.
- 3.9 In total three formal written responses were made by email and these are attached as Appendix 3 and are summarised below.

3.10 Response from Gloucestershire Constabulary

The Police comments are asking for an extra paragraph in the Policy relating to regular risk assessments of premises in particular in the area covered by the Cumulative Impact Zone.

- 3.11 The Police comments have been added to the draft revised policy at paragraph 10.6 on page 24 and shaded in red.

3.12 Response from Cllr Lise Noakes – Barnwood Ward

Cllr Noakes comments are asking for an extra paragraph in the Policy under Prevention of Public Nuisance relating to litter clearance.

- 3.13 Cllr Noakes comments have been added to the draft revised policy at paragraph 6.5 (iv) on page 18 and shaded in red.

3.14 Response from Charlotte Bowles-Lewis - Principal Conversation & Design Officer

The Conservation team would like the following points added to the policy:-

*2.4 and 2.5 – Consultation should include the conservation team where an application impacts on a listed building and or within a conservation area.*

*3.5 Need to include discussion with conservation team regarding listed buildings and conservation areas to ensure that alterations or use is appropriate and without negative/harmful impact to significance of the building or area.*

### *3.6 Need to include compliance with listed building regulations.*

*3.12 Whereby conditions are applied for example noise requirements, erection of flues, shutters or installation of cctv the conservation team should be notified, internal shutters within a listed building would require a listed building application and will require prior consultation to ensure the premises can accommodate this change.*

3.15 Under the Licensing Act 2003 Planning is a responsible authority. This means that a copy of all new and variation applications are sent to the Planning Department during the consultation period. The Conservation Team should already have processes in place to receive these applications and can deal with the above points under their own planning legislation.

3.16 With this in mind the points that have been raised are planning objectives and not licensing objectives, therefore we are unable to incorporate them into the draft revised policy.

## **4.0 Asset Based Community Development (ABCD) Considerations**

There is a legal process within the terms of the Licensing Act 2003 we must follow. However, giving communities as much information about an application as we can by providing help and advice where it is needed should also be a consideration. We will engage with the Partnership and Engagement Team to develop an effective communication process.

## **5.0 Reasons for Recommendations**

5.1 The Licensing Policy Statement sets out how Gloucester City Council intends to administer its duties under the Licensing Act 2003.

5.2 To ensure the Council complies with the Licensing Act 2003.

## **6.0 Future Work and Conclusions**

6.1 The Council must publish its Licensing Policy Statement prior to 29<sup>th</sup> January 2016 so that it may be effective from that date.

6.2 The next revision of this Policy will be undertaken no later than autumn 2020 unless statutory requirements are subsequently amended.

6.3 The draft Licensing Policy Statement has been widely consulted upon and the feedback is contained within this report. Apart from minor amendments already made to the draft document Members must decide whether they wish for any other amendments to be made before the final version is approved by Full Council.

## **7.0 Financial Implications**

7.1 There are no financial implications associated with this report. We receive income through licence fees and this covers the cost of carrying out this function.

(Financial Services have been consulted in the preparation this report.)

## **8.0 Legal Implications**

8.1 The Act requires Gloucester City Council to prepare a Statement of Licensing Policy to cover each 5 year period. The Policy must contain the principles that the Council proposes to apply in exercising its function under the Act during the period. Gloucester City Council must undertake consultation prior to determining the final Statement of Licensing Policy. Failure to determine the Statement of Licensing Policy could lead to judicial challenge.

(One Legal have been consulted in the preparation this report.)

## **9.0 Risk & Opportunity Management Implications**

9.1 The risk management implications for this report and Licensing Policy Statement are as follows:-

- Licensing Policy Statement unfair or too prescriptive.
- Revised Licensing Policy Statement not published on time (by 29<sup>th</sup> January 2016).
- Consultation is inadequate.

## **10.0 People Impact Assessment (PIA):**

10.1 The screen stage considered risks to customers in the areas of gender, disability, age, ethnicity, religion, sexual orientation and community cohesion. No adverse impacts were identified.

## **11.0 Other Corporate Implications**

### Community Safety

11.1 The Licensing Policy Statement aims to promote community safety through good management practices and interventions. Promoting public safety is one of the four licensing objectives.

### Sustainability

11.2 None

### Staffing & Trade Union

11.3 None

## **Background Documents:**

Gloucester City Council's Statement of Licensing Policy 2011-2014

Licensing Act 2003

Police Reform and Social Responsibility Act 2011

Revised Guidance issued under section 182 of the Licensing Act 2003 – March 2015



# Gloucester City Council

## THE LICENSING ACT 2003

### LICENSING POLICY STATEMENT

2016/2021



## PUBLIC PROTECTION

Gloucester City Council    Tel 01452 396396    Fax 01452 396340  
Herbert Warehouse    Email [heretohelp@gloucester.gov.uk](mailto:heretohelp@gloucester.gov.uk)  
The Docks    Minicom 01452 396161  
Gloucester GL1 2EQ    [www.gloucester.gov.uk](http://www.gloucester.gov.uk)

## **PREAMBLE**

By virtue of the Licensing Act 2003 Gloucester City Council (the Licensing Authority) has responsibility for the licensing of all premises in the District that sell alcohol, provide regulated entertainment or serve hot food or drink to the public between 23.00 and 05.00. In addition the Authority must issue Personal Licences to persons responsible for the retail sale of alcohol and accept Temporary Event Notifications from persons requiring occasional permissions for activities licensable under the Act.

To comply with the legislation, Licensing Authorities must publish a Licensing Policy that sets out the position in relation to its duties under the Licensing Act to guide its work in implementing the Act. The Council welcomes the powers granted to it by the legislation and will continue to use them, in consultation with 'Responsible Authorities' (e.g. Police, Fire Service, Planning, Environmental Health etc), licensees, local businesses and residents, in a socially responsible way.

This document is the fifth Licensing Policy Statement to be consulted upon by Gloucester City Council. The Licensing Authority will consult widely on this issue as it affects a very large number of people in the District (e.g. licensees, residents and businesses) as well as statutory agencies and the like.

This Licensing Policy has been drawn together based on the last edition with some updates where appropriate and reflects the local balance between the commercial interests of the licensed trade and the communities they serve and impact upon. The Act requires the Council to revise and republish the policy every five years. This Policy will come into force January 2016.

**Comments and queries should be directed to:**

**Lisa Jones  
Food, Licensing and Markets Service Manager  
Environmental Health  
Gloucester City Council  
Herbert Warehouse  
The Docks  
GL1 2EQ**

**Fax: 01452 396340**

**Email: [mailto: heretohelp@gloucester.gov.uk](mailto:heretohelp@gloucester.gov.uk)**

**Further copies may be obtained from the above address or from the Council's website [www.gloucester.gov.uk](http://www.gloucester.gov.uk)**

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## **1. INTRODUCTION**

- 1.1 Gloucester City Council is situated in the County of Gloucestershire which contains 6 district councils in total. The Council area has an estimated population of 125,644 (2014 estimate) making it the largest urban Authority in the County in terms of population. In terms of area it is one of the smallest covering just 15.64 square miles. The City of Gloucester is the County town for Gloucestershire and its area is mainly urban. It is surrounded by the rural authorities of the County. The Docks and Quays area of the City is a focus of a major regeneration and there is a substantial housing development to the south of the City in an area known as Kingsway situated between the Quedgeley by-pass and the M5 Corridor.

## 2.0 THE LICENSING ACT 2003

2.1 Gloucester City Council (the Licensing Authority) is responsible for the licensing of 'licensable activities' under the Licensing Act 2003 (The Act). According to the Act, licensable activities are as follows:

- The retail sale of alcohol (including via the internet or mail order);
- The supply of alcohol to members of registered clubs;
- The provision of regulated entertainment in the presence of an audience including the performance of a play; film exhibitions; indoor sporting events; boxing or wrestling events (indoor and outdoor); performing live music and playing recorded music (except incidental music); dance performances and entertainment of similar descriptions;
- The supply of hot food or hot drink between 2300 hours and 0500 hours ('late night refreshments').

2.2 The Licensing Act 2003 imposes a duty on the City Council as Licensing Authority to produce, develop and review a Licensing Policy that sets out the policies that the Licensing Authority will generally apply to promote the licensing objectives when making decisions under the Act. The Licensing Authority will actively seek to promote the four statutory licensing objectives that are set out in section 5 of the Licensing Act 2003, which are as follows:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

These 4 objectives are the only matters to be taken into account in determining the application. Each objective is of equal importance and the Licensing Authority's policy relating to each of them is given in this Licensing Policy. Where the Licensing Authority receives relevant representations regarding an application from a "Responsible Authority" (a list of Responsible Authorities is attached together with their contact details in Appendix I) or 'Other Persons' The licensing authorities discretion is invoked to consider the matter. 'Other Persons' may include any of the following:-

- Residents living near the premises
- Persons with an interest in the premises or locality
- Local Councillors
- Businesses with an interest in the premises or locality
- Organisations with an interest in the locality, premises or licensable activities

The Licensing Authority may consider attaching conditions to licences to promote the licensing objectives as appropriate. If no relevant representations are received by the Licensing Authority the application will be granted in the terms sought and no additional conditions imposed; conditions will be proportionate and only those appropriate to achieve the licensing objectives will be applied.

2.3 This Licensing Policy has been prepared in accordance with the provisions of the Licensing Act 2003 and the Guidance issued by the Home Secretary under Section 182 of the Act. The Policy will take effect on 29 January 2016 and will remain in force for a period of not more than five years. A review and further consultation will be carried out no later than Autumn 2020. If any amendments to the Licensing

Policy are needed before the review period they will only be made following consultation with those parties referred to in paragraph 2.4 below.

2.4 There are a number of groups who have an interest in the licensing of premises under the Licensing Act 2003, including the licensed trade, customers, residents local councillors and enforcing agencies. All these parties have views and concerns that require consideration as part of the licensing function. Before publishing the Licensing Policy and any amendments to it, the Licensing Authority will consult with Gloucestershire Police; Gloucestershire Fire and Rescue Service; City Council Planning and Environmental Health, bodies representing local holders of personal licences, premises licences and club premises certificates; and local businesses and residents in the District. In addition, the Licensing Authority may also consult with other local bodies and agencies as appropriate.

2.5 In drawing up and reviewing this policy the Licensing Authority must consult with:-

The Chief Officer of Police for the area;  
 The Fire and Rescue Authority for the area;  
 The Director of Public Health in England (DPH) for the area  
 Persons/bodies representative of local holders of premises licences;  
 Persons/bodies representative of local holders of club premises certificates;  
 Persons/bodies representative of local holders of personal licences; and  
 Persons/bodies representative of businesses and residents in its area.

In addition the Licensing Authority will seek to identify and consult with other organisations and individuals who may be affected by this policy in an attempt to ensure that a balanced policy is achieved.

The Policy Statement and future drafts for consultation will be placed on the City Council website which can be found at [www.gloucester.gov.uk](http://www.gloucester.gov.uk). Letters will be sent to advise those considered to have an interest informing them of this and that hard copies can be obtained on request if necessary. In addition a press release will be made advising the public that the document is available for consultation.

2.6 The objective of the licensing process is for a unified system of regulation to allow the sale and supply of alcohol, and the provision of regulated entertainment and late night refreshment, to be carried out in a way that promotes the licensing objectives. The Licensing Authority's aim is to facilitate well-run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents. To this end, conditions attached to the various permissions granted under the Act will be focused on matters within the control of the individual licensees and others granted relevant permissions.

2.7 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 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 in town and city centres. Therefore, as a matter of policy the Licensing Authority expects every holder of their licence, certificate or permission to be responsible for minimising the impact of their activities and anti social behaviour by their patrons within the vicinity of their premises.

2.8 The Licensing Authority's Policy is to create a safe and family-friendly environment within the District, particularly within the City Centre.

- 2.9 The Licensing Authority is keen to promote the artistic and cultural life of the City and licensing will be approached with a view to encouraging new and innovative forms of public entertainment that are consistent with the licensing objectives.
- 2.10 When applications are considered by the Licensing Authority following receipt of relevant representations, they will be considered on their own merits. The Licensing Authority will seek to balance the needs of the wider community, local community and commercial premises and activities, against the needs of those who may be adversely affected by the activities. The views of vocal minorities will not usually predominate over the general interests of the community. Where it is necessary to depart from the national guidance, either in this policy or at any other time, the Licensing Authority will give clear and sound reasons for doing so.
- 2.11 The Licensing Authority will work in partnership with other local authorities, particularly in Gloucestershire, to ensure a consistent approach is taken to licensing matters whilst respecting the differing needs of the individual communities.

### **3.0 THE LICENSING PROCESS**

- 3.1 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.
- 3.2 The Licensing Authority will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. Appreciating the need to provide an efficient service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established a number of Sub-Committees to deal with those matters.
- 3.3 In addition, it is expected that many of the decisions and functions will be largely administrative with no perceived areas of contention and, in the interests of efficiency and effectiveness these are delegated to Officers. Attached at Appendix A to this Licensing Policy is a Table of Delegated Functions setting out the agreed delegation of decisions and functions to the Licensing Authority's Licensing Committee, Sub-Committees and Officers. These delegations are without prejudice to Officers referring an application to a Sub Committee or the Licensing Committee if considered appropriate in the circumstances of the case. The Licensing Committee will regularly receive, review, comment and consider other relevant policies relating to employment, transport, cultural development and community safety as far as they affect its' licensing function.
- 3.4 The Licensing Act 2003 requires all applicants for new and varied premises licences to provide an Operating Schedule. Applicants when completing their operating schedule should consider the licensing objectives and state in this schedule any steps that they propose to take to promote the licensing objectives. Further details of issues that applicants may wish to consider are listed under the sections for each of the licensing objectives, sections 4 to 7 and in particular the list in paragraph 6.5.
- 3.5 The Licensing Authority will work closely with any relevant planning and transportation policies, tourism and cultural strategies, equality and diversity policies, the evening economy strategy in Gloucester, or local crime and disorder strategies and to take account of these where appropriate.
- 3.6 Operators of licensed premises are reminded that they will have to comply with planning, environmental health, fire safety, licensing and building control legislation when opening or adapting licensed premises.
- 3.7 Responsible Authorities and Other Persons may make representations about a licence application. In order for the representations to be relevant they must be made within 28 days of the application being lodged with the Licensing Authority and they must relate to one of the 4 licensing objectives (prevention of crime and disorder, public safety, prevention of public nuisance or protection of children from harm). Where relevant representations have been received from responsible authorities or other persons, the Licensing Authority will consider whether it is necessary, having regard to the representations, to modify the conditions proposed in the operating schedule. In such cases, the authority will seek to impose the minimum burden which is necessary in order to promote the licensing objectives in the individual case.



- 3.8 It is important to note that relevant representations do not have to be of a negative nature. This is why the word 'objection' is not used in the Licensing Act. The Department for Culture Media and Sport want to allow for representations urging the grant of a licence e.g. for cultural reasons. Clearly if all the representations received for an application were to be of a positive nature then there would be little point holding a Hearing. Also should a Hearing be required where both positive and negative representations have been received it will lend a more balanced and beneficial perspective to that Hearing.
- 3.9 Where relevant representations are received and upheld, the Licensing Authority will seek to avoid confusion and duplication by not imposing licence conditions that are required under other legislation, except where they can be exceptionally justified to promote the licensing objectives.
- 3.10 Where relevant representations are received applications will be considered on their individual merits and decisions made in relation to licensing applications will be made entirely separately from any decision in relation to planning.
- 3.11 Some regulations do not cover the unique circumstances of some entertainment. Where relevant representations are received, and upheld, the Licensing Authority will consider attaching conditions to premises licences and club premises certificates where these are necessary to promote the licensing objectives and are not already provided for in any other legislation.
- 3.12 In circumstances where conditions are imposed, they will be tailored to the individual style and characteristics of the premises and events concerned. In addition, the Licensing Act 2003 prescribes mandatory conditions in certain circumstances.
- 3.13 Additional information relating to the licensing application process is contained within Appendix B to the statement of Licensing Policy.

#### **How this policy applies**

- 3.14 All applications for new premises licences or variations need to be supported by an operating schedule. Applicants should specify (among other things) the steps that they propose to promote each of the licensing objectives.
- 3.15 If no responsible authority or other person lodges an objection (known as a "relevant representation") to the application, the Licensing Authority will grant the application as set out in the operating schedule, subject only to mandatory conditions under the Licensing Act 2003. The steps proposed by the applicant will become licence conditions but only insofar as they relate to the licensing objectives, are achievable by the applicant and are enforceable by the Authority. The Licensing Authority has no discretion to refuse the application or add to the conditions arising from the operating schedule.
- 3.16 Where, however, there are relevant representations, then a hearing before a licensing sub-committee will normally follow. After the hearing, the sub-committee must, having regard to the representations, take such steps as it considers necessary to promote the licensing objectives. These may include refusing the application, or adding to or modifying the conditions proposed in the operating schedule.

- 3.17 In exercising its discretion, the licensing sub-committee will have regard (amongst other things) to this Licensing Policy.
- 3.18 Where there have been relevant representations, the Licensing Authority will always consider the merits of the case, and interfere with the operating schedule only when, and to the extent, appropriate to promote the licensing objectives. Blanket or standard conditions will not be applied.

## THE LICENSING POLICY OBJECTIVES

### 4.0 PREVENTION OF CRIME AND DISORDER

- 4.1 The Council places considerable importance on the prevention of crime and disorder and will fulfil its duty under Section 17 of the Crime and Disorder Act 1988 to do all it reasonably can to prevent crime and disorder in the District.
- 4.2 Licensed premises, especially those offering late night/early morning entertainment, alcohol and refreshment for large numbers of people, if not properly managed, can sometimes be a source of crime and disorder problems.
- 4.3 The Licensing Authority recommends that licensees of premises develop Operating Schedules that address these issues from the design of the premises through to the daily operating of the business.
- 4.4 In developing an Operating Schedule, applicants may wish to seek advice from the Licensing Authority or Gloucestershire Police. When planning and preparing Operating Schedules applicants may take into account local planning and transport policies, tourism, cultural and crime and disorder reduction strategies as appropriate.
- 4.5 The Licensing Authority along with the Police and Trading Standards fully supports the aims and objectives of the Gloucester LVA and City Safe Scheme and encourages the use of the City Safe Radio System. The Authority will also continue to work with the Safer Gloucester Partnership, NightSafe Partnership, Safer Community Teams, Neighbourhood Projects, Ward Councillors and others to help reduce crime and disorder associated with licensed premises.
- 4.6 The prevention of crime and disorder may, for example, be promoted by employing registered door supervisors, ensuring all staff have appropriate training, incorporating a search policy into the entry conditions of the premises, the location and standard of any CCTV on the premises, and the inclusion of written dispersal policies.

#### **\*Door Supervisors**

*From 23 August 2004, all staff undertaking Door Supervisor duties on licensed premises are required to be licensed by the Security Industry Authority (SIA). The Licensing Authority recommends that premises currently using door staff will continue to do so, and that premises who operate in the City Centre or premises seeking to change their style of operation, in particular to a music and dancing venue, will employ the use of door staff.*

- 4.7 Applicants for late night entertainment and liquor premises are advised to agree a protocol with Gloucestershire Police on the handling of illegal drugs found on their premises.

### **Cumulative Impact – Special Policies**

- 4.8 Where there is evidence that a particular area of the District is already suffering adverse effects on the licensing objectives from the concentration of late night premises, when determining any further application for premises within the area identified when relevant representations have been received and upheld the Licensing Authority will take into account:

- the character of the surrounding area;

- the impact of the licence on the surrounding area, both individually and cumulatively with existing licences; and
  - the nature and character of the proposed operation.
- 4.9 The Licensing Committee's starting point is in terms of seeking a reduction in crime and disorder throughout the City, consistent with its statutory duty under section 17 of the Crime and Disorder Act 1998, and an improvement in local amenity through reduction of anti social behaviour.
- 4.10 The Licensing Authority recognises that the cumulative impact of a number of late night entertainment premises (including takeaway establishments) in some areas may result in an increase of people either walking through, or congregating in, streets during the night. This may in turn have a number of undesirable consequences, for example:
- an increase in crime against property and/or person;
  - an increase in noise causing disturbance to residents;
  - traffic congestion and/or parking problems;
  - littering and fouling.
- 4.11 This may result in the amenity of local residents in some areas being placed under pressure, as it will not always be possible to attribute a particular problem to customers of particular premises. This means that, whilst enforcement action may be taken to ensure conditions are complied with, this may not resolve all the problems.
- 4.12 Where, following the receipt of relevant representations, there is evidence that a particular area of the City is already suffering adverse effects from the concentration of late night premises, the Licensing Authority will take into account:
- the character of the surrounding area;
  - the impact of the licence on the surrounding area, both individually and cumulatively with existing licences; and
  - the nature and character of the proposed operation.
- 4.13 As part of this policy the Licensing Authority will not consider whether or not there is a need for any particular type of premises (as this is largely a matter for the local planning authority) but will consider the cumulative impact any new licensed premises would have.

#### **Special Policy in respect of Eastgate Street and area**

- 4.14 The Licensing Authority is aware of the cumulative impact that can occur from a concentration of licensed premises in a particular area, as a result of the increased number of people dispersing from licensed venues or congregating in streets late at night. Such impact can include an increase in crime, an increase in noise and other disturbance to residents, parking difficulties and general traffic congestion and an increase in littering or fouling. In such cases the amenity of local residents can be placed under severe pressure but these effects may not be readily attributable to any individual premises. The Licensing Authority wishes to ensure that these adverse effects are avoided and to this end has adopted a 'Special Policy' for an area around Eastgate Street where there is a concentration of licensed premises. Where applicants are applying for a new licence in this area, it is recommended that they clearly state in their operating schedule how they will ensure that their premises does not add to the cumulative impact in respect of two of the licensing objectives, prevention of crime and disorder and prevention of nuisance.

- 4.15 This Special Policy was adopted by the Council in 2004 as a direct response to concerns and information put forward by Gloucestershire Police in relation to incidents of both crime and disorder associated with the area particularly on a Friday and Saturday night. A large number of these incidents are alcohol related. Eastgate Street has, for a number of years, borne the unfortunate distinction of having the highest crime rate for any one street in the County.
- 4.16 The current issue with Eastgate Street that led to the creation of the 'Special Policy' is that the night-time economy in Eastgate Street relies on a monoculture. This centres around "nightclub" type premises, with the music and alcohol being the only entertainment on offer, followed by a takeaway meal.
- 4.17 The Special Policy will be kept under constant review and it is anticipated that a time may come when it could be removed. However, the important considerations for removal of the special restriction should still be a matter of ensuring that crime and disorder do not increase as a result.
- 4.18 The effect of adopting this policy is to create a rebuttable presumption that applications for new premises licences, or club premises certificates or material variations will normally be refused, if relevant representations to this effect are received, unless it can be demonstrated that the operation of the premises involved will not add to the cumulative impact already being experienced.
- 4.19 This presumption does not relieve responsible authorities or other persons of the need to make a relevant representation before the Licensing Authority may consider giving effect to its special policy. If no representation is received, as with all other cases any application must be granted in terms that are consistent with the operating schedule submitted.
- 4.20 Accordingly applicants are advised to demonstrate why the operation of the premises would not add to the cumulative impact being experienced. This should be addressed in the applicants operating schedule.
- 4.21 The Special Policy is not absolute and the circumstances of each application will be considered carefully. Moreover, where licences are unlikely to add significantly to the cumulative impact on the licensing objectives, the licence will be granted. The diversification of venues and entertainment, to include more family orientated restaurants, a wider range of public entertainment such as theatre, cabaret type shows, live music, comedy and culturally themed premises, would clearly support the aims of the City. Applications for these types of licence would be likely to be supported by the Police, as they promote activities other than vertical drinking.
- 4.22 The area of the Licensing Authority to which this 'Special Policy' will apply is identified in the map attached at Appendix C. The area identified includes the following streets:

Eastgate Street  
 Clarence Street (south east side)  
 Brunswick Road (south east side)  
 Park Road (north side)  
 Bruton Way (west side from Park Road to Market Parade)  
 Station Road  
 Russell Street  
 Hampden Way  
 Wellington Street  
 Cromwell Street  
 Arthur Street  
 Belgrave Road

Kingsbarton Street  
 St Michael's Square  
 Market Parade (south east side)

- 4.23 As part of this policy, the Licensing Authority will not consider whether or not there is a need for any particular type of premises (as this is largely a matter for the local planning authority) but will consider the cumulative impact any new licensed premises would have on the City Centre.
- 4.24 This 'Special Policy' does not impose any quotas of premises or licences and does not include any provisions for a terminal hour in any area. As stated above types of premises and commercial need is a matter for the Planning Committee and market forces. Terminal hours will only be considered where relevant representations have been received that highlight an issue.
- 4.25 There are also other mechanisms that the Licensing Authority can use to help control cumulative impact.

#### **4.26 Late Night Levy**

This is a power conferred on Licensing Authorities by the Police Reform and Social Responsibility Act 2011 which enables a levy to be charged to persons who are licensed to sell alcohol late at night in the authority's area, as a means of raising a contribution towards the costs of policing the late-night economy.

At a meeting of the Licensing Enforcement Committee on 18<sup>th</sup> June 2013 members resolved there will be no introduction of a Late Night Levy at this time

The option of introducing such a levy will be kept under review by the Council.

#### **4.27 Early Morning Restriction Orders (EMRO'S)**

An Early Morning Alcohol Restriction Order (EMRO) is a power in the Licensing Act 2003 that enables licensing authorities to restrict sales of alcohol in the whole or a part of their areas for any specified period between 12 midnight and 6 am, if they consider this appropriate for the promotion of the licensing objectives.

Gloucester City Council has no plan to apply for an order at this time.

#### **4.28 Public Spaces Protection Order (PSPO)**

PSPO's replaced the DPPO's under the ASB Crime & Police Act 2014. Public Space Protection Orders can be used to tackle problems with anti-social drinking. An Order is currently in place for the City covering the City Centre and Barnwood. Maps of the areas are attached as Appendix C and Appendix D.

## **5.0 PUBLIC SAFETY**

- 5.1 The Licensing Act 2003 covers a wide range of premises that require licensing including cinemas, nightclubs, public houses, village and community halls, schools, cafes, restaurants and fast food outlets/takeaways. Each of these types of premises present a mixture of risks, some of which may be common to most premises whilst others will be unique to specific operations.
- 5.2 Applicants are encouraged to seek advice from the Licensing Authority and the Fire Safety Section of Gloucestershire Fire and Rescue Service with regard to these issues and to carry out their own risk assessments.
- 5.3 In order to ensure the safety of persons at premises and to ensure a safe means of escape from fire, or other emergency, occupancy limits may be included in Operating Schedules in appropriate cases and if so should be set in consultation with Gloucestershire Fire & Rescue Service and the Council's Building Control Officers (or others if appropriate). The Licensing Authority will not normally seek to impose an occupancy limit different to that already identified by the Fire Authority in previous correspondence if this differs from the figure set in applicants Operating Schedules unless there have been relevant representations and the Fire Authority recommends a change or there are crime and disorder prevention reasons for doing so.
- 5.4 The Licensing Authority seeks to encourage the use of toughened glassware and polycarbonate on a risk based approach in licensed premises.
- 5.5 Every applicant granted a licence, certificate or permission would also be under a duty to comply with the Health and Safety at Work etc. Act 1974 and regulations made under it. In many cases, the Council will also be the enforcing authority responsible for ensuring compliance with the Health and Safety at Work etc. Act in licensed premises.

## 6.0 PREVENTION OF PUBLIC NUISANCE

6.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can sometimes cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.

6.2 The Licensing Authority is keen to protect the amenity of residents and businesses in the vicinity of licensed premises. For these purposes the Council suggests that 'vicinity' means:

***'being sufficiently close enough to be directly affected by the behaviour and activities on those premises.'***

6.3 It should be noted that other legislation is available to address nuisance issues. Furthermore it is acknowledged that licensed premises are limited with regard to controlling customer behaviour away from the immediate vicinity of their premises.

6.4 In addition, the Licensing Authority is aware of the importance of the licensed trade to the local economy and its culture and leisure aspirations. The Licensing Authority will, therefore, try to work together with all interested parties, statutory agencies and licensed businesses to ensure a mutual co-existence.

6.5 When considering licence applications where relevant representations have been received the Licensing Authority will take into account measures proposed by the applicant to promote the prevention of nuisance and/or anti-social behaviour. In particular the Licensing Authority may consider the following matters, where relevant:

- i) measures proposed for the prevention of noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;
- ii) measures proposed for preventing disturbance by customers and staff arriving at or leaving the premises, particularly between 2300 hours and 0700 hours;
- iii) measures proposed for the prevention of nuisance from cooking odours through installation of appropriate odour control equipment in a suitable location;
- iv) measures proposed for the prevention of nuisance from litter by ensuring adequate provision is made for disposal of waste inside, ~~and~~ outside **and within the general vicinity of** late night takeaway/refreshment houses and a general positive attitude to encouraging good practice from customers;



- v) measures proposed for preventing queuing by pedestrians or vehicular traffic, or if some queuing is inevitable then ensuring the queues are diverted away from neighbouring premises, or are otherwise managed, to prevent disturbance or obstruction;
- vi) ensuring staff leave the premises quietly;
- vii) arrangements for parking by patrons and staff, and the effect of the parking on local residents;
- viii) provision for public transport (including taxis and private hire vehicles) for patrons;
- ix) whether licensed taxis or private hire vehicles are likely to disturb local residents;
- x) whether routes to and from the premises on foot, by car or other services pass residential premises;
- xi) the installation of any special measures where licensed premises are, or are proposed to be, located near sensitive premises such as nursing homes, hospitals, hospices or places of worship;
- xii) the use of gardens and other open-air areas;
- xiii) the location of external lighting, including security lighting that is installed inappropriately;
- xiv) other appropriate measures to prevent nuisance, such as the employment of registered door supervisors or the use of CCTV;
- xv) preventing the consumption or supply of illegal drugs, including search procedures;
- xvi) the history of previous nuisance complaints proved against the premises, particularly where statutory notices have been served on the present licensees;
- xvii) proposals for using effective means of reducing disorder by communicating with other licensees and the Police information regarding the potential for anti-social behaviour or criminal behaviour (e.g. Gloucester City Safe radio, pagers, ring rounds, membership of Gloucester City Safe).

6.6 The Licensing Authority is keen to stress, however, that as well as the licensing function there are other mechanisms for addressing issues of unruly behaviour that occur away from licensed premises. These include:

- planning controls;
- powers to designate Public Space Protection Orders in parts of the District as places where alcohol may not be consumed publicly and the confiscation of alcohol in these areas.
- police powers to close some premises for up to 24 hours in extreme cases of disorder or excessive noise;
- police enforcement of the law with regard to disorder and anti-social behaviour;
- the power of the police, licensing authority, or other persons to request a review of the licence;
- enforcement action against those selling alcohol to people who are already drunk.

## 7.0 PROTECTION OF CHILDREN FROM HARM

7.1 The Licensing Authority recognises that there are a range of activities for which licences may be sought meaning that children can be expected to visit many of these premises, often on their own, for food and/or other entertainment. The Licensing Act 2003 does not prevent children having free access to any licensed premises. The Licensing Authority recognises that limitations may have to be considered where it is deemed necessary to protect children from harm. The following are examples of premises that may raise concerns:

- where there have been convictions for serving alcohol to minors, or with a reputation for under-age drinking;
- with a known association with drug taking or dealing;
- where there is a strong element of gambling (this relates to substantial gambling operations and does not include premises with a small number of AWP machines) on the premises;
- where entertainment of an adult or sexual nature is provided;
- where there is a presumption that children under 18 should not be allowed (e.g. to nightclubs, except when under 18 discos are being held).

7.2 The Licensing Authority expects personal licence holders to ensure that they do not serve alcohol to children under the age of 18, except in limited conditions allowed for by law. The Licensing Authority recommends that the following are preferred ways to verify a person's proof of age:

- (i) passport
- (ii) a photocard driving licence issued in a European Union country;
- (iii) a National Proof of Age Standards Scheme card (e.g. PASS card);

7.3 Where relevant representations have been received and upheld, when deciding whether to limit the access of children to premises the Licensing Authority will judge each application on its own merits. To assist with this the Licensing Authority will consider any representations received from Gloucestershire Police, Gloucestershire Social Services and other agencies as appropriate. Where concerns have been identified in respect of individual premises and it is felt that access to the premises by children should be restricted the options available would include:

- limitations on the hours when children may be present;
- age limitations for persons under 18;
- limitations or exclusion when certain activities are taking place;
- full exclusion of person under 18 when certain licensable activities are taking place;
- limitation of access to certain parts of the premises for person under 18;
- a requirement for an accompanying adult to be present.

This list is not meant to be seen as an exhaustive list covering everything, but gives applicants examples of the conditions the Licensing Authority may seek to impose in meeting its obligation towards the protection of children

- 7.4 The Licensing Authority will not impose any conditions that specifically require the access of children to the premises.
- 7.5 Where no conditions or restrictions are imposed, the issue of access for children remains a matter of discretion for individual licensees or clubs.

#### **Children and Films etc.**

- 7.6 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age ranges. Where premises are used for film exhibitions, a mandatory condition will apply restricting access to performances only to persons who meet the required age limit in line with any certificate granted by the British Board of Film Classification or the Council itself.
- 7.7 The Licensing Authority will expect licensees to ensure that age restrictions for film exhibitions are properly complied with.
- 7.8 In considering applications where relevant representations have been received and upheld, the Licensing Authority will take into account any evidence that age restrictions for film exhibitions are not being properly observed.

#### **Children and Theatrical Entertainment**

- 7.9 This Authority recognises that it may be necessary to impose a condition to restrict the admission of children to theatres which are incorporating adult entertainment into their productions. In the case of theatrical entertainment aimed specifically at children it may be considered necessary to attach a condition requiring the presence of a sufficient number of adult staff to ensure the wellbeing of children during an emergency.

## 8.0 LICENSING HOURS

8.1 The Licensing Act 2003 introduced flexible opening hours for premises, with the potential for 24 hour opening, seven days a week. The Licensing Authority recognises the variety of premises for which licences will be sought and that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when people tend to leave licensed premises at the same time. When dealing with licensing hours, each application will be dealt with on its individual merits.

8.2 The Licensing Authority will have a flexible approach to opening hours and will generally deal with the issue of licensing hours having due regard to the individual merits of each application in the light of relevant representations received. The Licensing Authority will take into account requests for terminal hours in the light of the:

- environmental quality;
- residential amenity;
- character or function of a particular area; and
- nature of the proposed activities to be provided at the premises.

Where relevant representations have been received and upheld consideration may, however, be given to imposing stricter controls on noise and disturbance from particular licensed premises, such as those in mainly residential areas.

8.3 Unless there are good reason to the contrary on the grounds of public disorder or crime prevention, shops and supermarkets that sell alcohol will be licensed to do so during the same times that they would ordinarily sell other goods. It would be for interested persons or the responsible authorities to prove why this should not be so in any particular case. There may, however, be instances where it is considered that there are good reasons for restricting those hours, for, example, where police representations are made in respect of isolated shops known to be the focus of disorder and public nuisance.

8.4 Generally the Licensing Authority sees staggered trading hours as being helpful to the dispersal of patrons from licensed premises, particularly late at night. This removes some of the friction caused by sudden excessive peaks of demand at fast food outlets, taxi ranks and so on.

## **9.0 PROMOTING GOOD PRACTICE INITIATIVES**

### **Best Bar None**

- 9.1 Best Bar None (BBN) is a National Award Scheme supported by the Home Office and the British Institute of Innkeeping aimed at promoting responsible management and operation of alcohol licensed premises.
- 9.2 Best Bar None maintains and raises standards and rewards good management of those venues that attain the Award. This is delivered at local level through active partnerships between the industry, local authorities and the police.
- 9.3 The Awards are based on core national standards with local flexibility to ensure they address local needs.
- 9.4 Assessment will be carried out by competent, impartial assessors, who will ensure consistency of approach. The assessment criteria will be clear and straight forward, with a minimum of bureaucracy and with constructive feedback provided to all entrants.
- 9.5 Applicants for relevant are encouraged to join the scheme, further details can be found at [www.safergloucester.co.uk](http://www.safergloucester.co.uk)
- 9.6 It was launched in Gloucester on 3<sup>rd</sup> March 2015.

### **Gloucester City Safe**

- 9.7 Gloucester City Safe replaces the previous schemes known as Pubwatch and Shopwatch. With this in mind the Licensing Authority encourages all premises licence holders to sign up to Gloucester City Safe.
- 9.8 Gloucester City Safe is made up of members of the Business Community with the sole intention of facilitating the reduction of crime, disorder and anti-social behaviour.
- 9.9 It represents both the Day Time and Night Time Economies by working together to reduce shoplifting, theft, anti-social behaviour, alcohol related disorder and street drinking throughout Gloucester.
- 9.10 Gloucester City Safe runs an Exclusion Scheme whereby members can issue 'Yellow Card' warnings to persons who misbehave in or near their premises. Normally 2 Yellow Cards would lead to an exclusion from the services of all members of Gloucester City Safe. This includes shops, restaurants, pubs, clubs and transportation services.
- 9.11 Gloucester City Safe work hand in hand with the Police and other like minded and supportive Partners, striving to make Gloucester a safer place for all to live, work and visit.

### **Reduced Alcohol Strength Initiatives**

- 9.12 'Reducing the Strength' refers to initiatives designed to tackle the problems associated with street drinking by removing from sale low price high-strength alcohol products through voluntary agreements with local retailers. The Licensing Authority will work in partnership with Gloucestershire Constabulary to encourage Premises Licence Holders to promote this initiative where appropriate.

## **Irresponsible Drinks Promotions**

- 9.13 Low cost alcohol sold in on and off trade premises increases alcohol consumption which can lead to crime and disorder issues. Through this policy the licensing authority would like to encourage the responsible consumption of alcohol and where there is evidence that the licensing objectives are being compromised or are likely to be compromised, the licensing authority will consider imposing controls on drinks promotions to deal with localised problems.

However, the licensing authority would prefer an approach whereby it, along with the licensed trade and other partners, are able to promote responsible retailing of alcohol instead of having to deal with the effects of irresponsible drinks promotions and drunkenness.

## **10.0 ENFORCEMENT AND COMPLAINTS**

- 10.1 The Licensing Authority recognises the contribution that can be made by developing effective working practices with our partner agencies. The Licensing Authority shall establish enforcement protocols with the Gloucestershire Constabulary and other relevant partnership agencies to ensure efficient deployment of Licensing Authority enforcement staff and thereby avoiding duplication of effort when carrying out inspection or enforcement matters.

- 10.2 The Licensing Authority recognises that there are a number of mechanisms for addressing unlawful or anti-social behaviour that occurs away from licensed premises, qualifying clubs and temporary events, which include -

- Planning controls
- Enforcement of Environmental Protection legislation (e.g. on noise nuisance)
- Positive measures to provide a safer and clean town centre environment in partnership with local businesses, transport operators and other departments of the City Council
- Powers to designate parts of the district as places where alcohol may not be consumed publicly
- Police enforcement of the law with regard to disorder and anti-social behaviour, including the issue of fixed penalty notices
- Police powers to confiscate alcohol from adults and other in designated areas
- No inspection will take place without a reason
- The Licensing Authority and its Enforcement Officers recognise that a key element of their activity will be to allow or even encourage, economic progress and only intervene when there is a clear case for protection

- 10.3 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act 2003. The Licensing Authority will monitor premises and take any appropriate enforcement action to ensure compliance.

- 10.4 All decisions and enforcement actions taken by the Licensing Authority will be in accordance with the Environmental Health and Regulatory Services Enforcement Policy and the principles of consistency, transparency and proportionality set out in the Department of Trade and Industry's Enforcement Concordat, The Department for Business Enterprise and Regulatory Reforms Regulators Compliance Code.

- 10.5 The Licensing Authority may when appropriate employ licensing enforcement officers to investigate allegations of unlicensed activities and to ensure that licence conditions are complied with, and will seek to work actively with the Gloucestershire Police in enforcing licensing legislation.
- 10.6 The Licensing Authority will continue to work with its partner agencies in enforcing the licensing laws and in the inspection and **risk rating of premises to ensure the licensing objectives and licence conditions are met. Risk assessments will be regularly reviewed and any appropriate action that needs to be taken will be implemented immediately.** In particular the Licensing Authority will target its inspection process towards those premises that are considered as 'problematic' and 'high risk' premises **in particular those premises situated within the Cumulative Impact Zone that may require greater attention**, while providing the 'lighter touch' in respect of low risk premises that are run well.
- 10.7 Annual fees and suspension of licences for non-payment.- The Licensing Authority is required under section 55A of the Licensing Act to suspend premises licenses where the annual fee has not been paid. The Licensing Authority will invoice each licensee when the annual fee is due setting out the fee that is due and the consequences for non-payment. Where the fee has not been paid or there has been no claim of administrative error by the end of 21 days of the due date, the Licensing Authority will serve the required 2 working day notice to suspend the licence.
- 10.8 Where a licence is suspended this means that no licensable activities will be authorised to be provided at the premises until the suspension is lifted on receipt of payment of the overdue fee. Officers will conduct enforcement visits to premises where a licence has been suspended and will take the appropriate action in accordance with the council's enforcement policy.
- 10.9 If an operator does not wish to carry on the activities that require the premises licence or certificate anymore it is important the licence or certificate is surrendered to prevent maintenance fees being accrued.
- 10.10 In undertaking the inspection of licensed premises the Licensing Authority will promote the following categories of risk weighting:
- Medium to High Risk**
    - City Centre Public Houses and Night Clubs
    - All other premises where there is regulated entertainment
    - City Centre Late Night Refreshment Houses
  - Low to Medium Risk**
    - All other Public Houses
  - Low Risk**
    - Licensed restaurants / cafés where the primary purpose is serving food
    - All other licensed premises within the district
- In addition to the above the history of the premises will also be taken into consideration in respect of the issues listed in 9.9 below. New sites not listed above - to be assessed dependent upon location and style of operation and operators.
- 10.11 Where 'Other Persons' have made a valid representation about licensed premises or a valid application for a licence to be reviewed, then the Licensing Authority will

initially arrange a mediation meeting to address, clarify and try to resolve the issues of concern. 'Other Persons' are defined as at paragraph 2.2

10.12 The Licensing Authority can only review a licence where it is alleged that the licensing objectives are being breached. It views particularly seriously applications for the review of any premises licence where it involves the:

- use of licensed premises of the sale distribution of Class A drugs and the laundering of the proceeds of drugs crimes
- use of licensed premises for the sale distribution of illegal firearms
- evasion of copyright in respect of pirated films and music
- Underage purchase and consumption of alcohol
- Use of licensed premises for prostitution or the sale of unlawful pornography
- Use of licensed premises of unlawful gaming
- Use of licensed premises as a base for organised criminal activity
- Use of licensed premises of the organisation of racist, homophobic or sexual abuse or attacks
- Use of licensed premises of the sale of smuggled tobacco or goods
- The use of licensed premises for the sale of stolen goods
- Where the police are frequently called to attend to incidents of disorder
- Prolonged and/or repeated instances of public nuisance
- Where serious risks to public safety have been identified and the management is unable or unwilling to correct those
- Where serious risks to children have been identified

10.13 This process will not override the right of any 'Other Persons' to ask the Council's Licensing Committee to consider their valid objections, or for any licence holder to decline to participate in a mediation meeting.



## 11.0 TEMPORARY EVENT NOTICES (TEN's)

- 11.1 The Licensing Act 2003 provides for certain occasions when small scale events (for no more than 499 people at a time and lasting for no more than 168 hours) do not need a licence providing that advance notice is given to the Police, Environmental Health and the Licensing Authority.
- 11.2 The Licensing Authority recommends that as much notice as possible be given by applicants for events. For large events organisers are encouraged to give as much as three months notice so that the Licensing Authority can help organisers plan their events safely. **The law states that at least ten working days notice must be given** but the less time that is given will increase the likelihood of the police objecting.
- 11.3 Ten working days commences with the day **after** the notification is given to the Licensing Authority and finishes the day **before** the event is due to take place. 'This means that day one will be the first working day following the day when the Temporary Event Notice is given to the Licensing Authority and the tenth working day must not be later than the day before the event is due to take place.'
- 11.4 In certain circumstances a Late Temporary Event Notice can be given this is to assist premises users who are unable to give ten working days notice for reasons outside their control. A Late Temporary Event Notice can only be accepted if it is received at least five days before the beginning of the event.
- 11.5 Organisers of temporary events are strongly advised to contact the Licensing Authority for advice at the earliest opportunity when planning events. Where necessary discussions will be held with the Police and Environmental Health to avoid any unnecessary objections being made that may arise from misunderstandings or confusion as to what is being proposed.
- 11.6 All events run under the terms of a temporary event notice will be risk assessed by the Licensing Authority and may be visited by a Licensing and Enforcement Officer if considered necessary.
- 11.7 This Authority takes the view that if it considers that a Temporary Event Notice has not been properly given then, in the first instance, the Authority will check with the Police and Environmental Health that they are in receipt of the notification, are satisfied with the notice given and whether or not they intend to make an objection on the basis on one or more of the licensing objectives. If they are not planning to make an objection and the Police and Environmental Health are satisfied with the notice given the Authority should not unnecessarily prohibit these events taking place on the grounds that the notification had not been properly made.
- 11.8 Under the Deregulation Act 2015 an amendment has been made to increase the number of TEN's allowed on a premises in any one calendar year from 12 to 15 this will take effect from 1<sup>st</sup> January 2016.

## FURTHER INFORMATION

For further information about Gloucester City Council's Licensing Policy, the Licensing Act 2003 and any other licensing matters please contact:

Gill Ragon  
Head of Public Protection  
or  
Lisa Jones  
Food, Licensing and Markets Service Manager

Telephone No.: 01452 396304  
Fax No.: 01452 396340  
Email: [heretohelp@gloucester.gov.uk](mailto:heretohelp@gloucester.gov.uk)

Public Protection  
Gloucester City Council  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

or go to the licensing pages on the Gloucester City Council website [www.gloucester.gov.uk/licensing](http://www.gloucester.gov.uk/licensing) for application forms, details of fees and factsheets.

## TABLE OF DELEGATED FUNCTIONS

| <b>Matter to be dealt with</b>                                                        | <b>Full Committee</b> | <b>Sub Committee</b>               | <b>Officers</b>              |
|---------------------------------------------------------------------------------------|-----------------------|------------------------------------|------------------------------|
| Application for personal licence                                                      |                       | If a representation is made        | If no representation is made |
| Application for premises licence/club premises certificate                            |                       | If a representation is made        | If no representation is made |
| Application for provisional statement                                                 |                       | If a representation is made        | If no representation is made |
| Application to vary premises licence/club premises certificate                        |                       | If a representation is made        | If no representation is made |
| Application for a minor variation                                                     |                       |                                    | All cases                    |
| Decision whether to consult responsible authorities on minor variation applications   |                       |                                    | All cases                    |
| Application to vary designated premises supervisor                                    |                       | If a police representation is made | All other cases              |
| Request to be removed as designated personal licence holder                           |                       |                                    | All cases                    |
| Application for transfer of premises licence                                          |                       | If a police representation is made | All other cases              |
| Application for interim authority                                                     |                       | If a police representation is made | All other cases              |
| Application to review premises licence/club premises certificate                      |                       | All cases                          |                              |
| Decision on whether a complaint or objection is irrelevant, frivolous, vexatious etc  |                       |                                    | All cases                    |
| Decision to object when Licensing Authority is a consultee and not the lead authority |                       |                                    | All cases                    |
| Determination of a EH or police representation to a TEN                               |                       | All cases                          |                              |

|                                           |           |  |  |
|-------------------------------------------|-----------|--|--|
| Approval of licensing<br>policy statement | All cases |  |  |
|-------------------------------------------|-----------|--|--|

**APPENDIX B****THE LICENSING PROCESS – ADDITIONAL INFORMATION:****Personal Licences**

Any individual may make application for a personal licence whether or not they have current employment or business interests associated with the use of the licence.

The Licensing Authority will grant a personal licence if it appears that:

- a) The applicant is over 18
- b) The applicant possesses a relevant licensing qualification
- c) The applicant has not forfeited a personal licence in the previous five years beginning with the day the application was made
- d) The applicant has not been convicted of any relevant offence
- e) The applicant has paid the appropriate fee

In order to substantiate whether or not an applicant has a conviction for an unspent relevant offence, applicants will be required to produce to the Licensing Authority a Criminal Records disclosure certificate.

**Premises Licences**

An application can be made to the Licensing Authority for any place used for licensable activities or recognised club activities within its area. Any application must be accompanied by:

- a) The required fee
- b) An Operating Schedule\*
- c) A plan of the premises, and
- d) If it is intended to sell alcohol a form of consent given by the person the applicant wishes to have specified in the Premise Licence as the Designated Premises Supervisor, and a copy of that person's Personal Licence.

\* The Operating Schedule must include a statement of:

- a) The proposed relevant licensable activities;
- b) The times during which the applicant proposes that the relevant licensable activities are to take place;
- c) Any other times during which the applicant proposes that the premises are to be open to the public and for what purpose they propose to be opened.
- d) Where the applicant wishes the licence to have effect for a limited period, that period;
- e) Where the relevant licensable activities include the sale by retail of alcohol, the name and address of the individual whom the applicant wishes to have specified as the Designated Premises Supervisor (DPS);
- f) Where the relevant licensable activities include the sale by retail of alcohol, whether such sales are proposed to be for consumption on or off the premises, or both; and
- g) The steps which the applicant proposes to take to promote the licensing objectives.

In considering the steps to be taken to promote the licensing objectives the applicant should give consideration to Appendix B of this policy above.

## **Community Premises**

These premises which would include church halls, chapel halls, parish halls, village halls, community halls and other similar buildings may be licensed for the sale of alcohol without the need for a Designated Premises Supervisor or Personal Licence Holder provided that the Licence Holder for the premises is a committee or board of individuals with responsibility for the management of the premises. This 'management committee' could then be responsible for the supervision and authorisation of all alcohol sales should it so wish.

Existing premises which fit the definition of Community Premises and currently hold an authorisation for the sale of alcohol with the mandatory condition relating to a Designated Premises Supervisor may request disapplication of this condition in favour of the alternative condition relating to a management committee.

## **Takeaway food premises**

It is recognised that takeaway premises open late at night can be associated with disorder as persons under the influence of alcohol having left, or in some cases being ejected from, late night venues congregate there.

Applicants for licences are recommended to have written policies for dealing with disorder and nuisance and should give consideration to the issues regarding takeaways.

The Licensing Authority may recommend that licensed premises principally used for selling hot food for consumption off the premises shall have suitable CCTV installed. Where Crime and Disorder issues arise the Licensing Authority may impose a requirement on the premises licence holder to employ SIA doormen.

Where the Licensing Authority considers it appropriate, it may impose conditions on a premises licence to require the operators of premises serving customers with hot food or drink to provide litter bins in the vicinity of the premises in order to prevent the accumulation of litter from its customers.

## **Sexual Entertainment Venues (SEV's)**

The Licensing Authority has adopted the amended provisions of schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and Crime Act 2009 ('the 2009 Act') with respect to "relevant entertainment", that is:

- a) any live performance; or
- b) any live display of nudity.

which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

The adopted provisions came into effect on the 1st April 2011 in Gloucester.

Any premises that want to offer relevant entertainment on a regular basis, that is more frequent than 24 hours once a month on no more 11 occasions a year, can no longer offer this under the provisions of the Act as a result of the

abovementioned adoption. These premises must apply for a Sexual Entertainment Venue (SEV) licence.

Premises that want to offer relevant entertainment on an irregular basis can still do so under the provisions of the Act. These premises must be authorised for the performance of dance and the performance of recorded music.

The Government has seen it fit to exempt infrequent sexual entertainment from requiring a licence. Whilst the council recognises and accepts this, it is also acutely aware that unless it is properly managed there are risks to public protection and safety, an increased likelihood of associated crime & disorder and an inability of regulatory bodies to respond accordingly.

### **Pavement Cafes and External Areas**

The Local Authority wishes, as far as is compatible with other highway uses, to promote the 'cafe culture' in Gloucester because of the added life and vitality this brings to the town.

Whilst the provision of tables and chairs outside a premises can enhance the attractiveness of a venue, regard should be had to the need to ensure that the use of such areas will not cause nuisance to local residents and other premises in the vicinity.

Premises that make use of external areas are expected to manage those areas in such a way that its use does not impede access to the premises, obstruct the highway and does not cause disturbance.

### **Shops Selling Alcohol (Off Licences)**

There has been a trend towards more alcohol being purchased from shops and consumed at home and less being purchased and consumed in traditional pubs, restaurants and night clubs than used to be the case in the past. The growing practice of "pre-loading" has the potential to create specific problems and detriment to the licensing objectives.

Furthermore, the availability of alcohol for consumption off the premises has the potential to cause other problems that include ease of access to alcohol by children, ease of thefts, encouragement of street drinking and an increase of crime and disorder and public nuisance.

Where there is evidence that the licensing objectives are being compromised or are likely to be compromised, the Licensing Authority will consider imposing appropriate restrictions on a licence, this could be achieved either by reviewing the premises licence or agreeing appropriate conditions that would alleviate the Licensing Authority's concerns.

### **Club Premises Certificates**

The Licensing Authority may issue a "Club Premises Certificate" to a qualifying Club. The Certificate will specify that the premises may be used for one or more of the 'recognised Club activities' and that the Club is a qualifying Club in relation to each of those activities.

Recognised Club activities are:

- a) The supply of alcohol by or on behalf of the Club to or to the order of a member of the Club;
- b) The sale by retail of alcohol by or on behalf of a Club to a guest or a member of the Club;
- c) The provision of regulated entertainment where that provision is by or on behalf of the Club for members of the Club or members of the Club and their guests.

The Club is a qualifying Club in respect of the recognised activities provided that, under the rules of the Club, a person may not be admitted to membership, or be admitted as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership to their admission. People becoming members without nomination or prior application may not be admitted to the privileges of membership without an interval of two days between them becoming members and their admission.

The Club must be established and conducted in good faith as a Club and have a minimum of 25 members.

A Club can apply for a Club Premises Certificate in respect of premises, which are occupied by, and habitually used for the purposes of the Club. The application must be accompanied by:

- a) The relevant fee;
- b) The Club Operating Schedule;\*
- c) A plan of the premises;
- d) A copy of the rules of the Club;
- e) Evidence that the Club is a qualifying Club in relation to each of the recognised Club activities to which the application relates.

\*The Club Operating Schedule **must** contain the following:

- a) Details of the recognised Club activities to which the application relates;
- b) The times during which it is proposed the recognised Club activities take place;
- c) Any other times during which it is proposed the premises are open to members and their guests; and
- d) The steps which it is proposed to take to promote the licensing objectives.

In considering the steps to be taken to promote the licensing objectives the applicant should give consideration to Appendix B of this policy (Factors for Consideration).

Club Premises Certificates will be dealt with in a similar manner as applications for Premises Licences.



## Temporary Event Notices (TEN)

Temporary event notices are subject to various limitations. These are concerned with:

- a) **Duration** - they are limited to events lasting for up to 168 hours;
- b) **Scale** – they cannot involve the presence of more than 499 people at any onetime;
- c) **Use of the same premises** – the same premises cannot be used more than 12 times in a calendar year; to a maximum of 21 days
- d) **The number of notices** given by one individual within a calendar year is restricted to 5 unless that person is the Holder of a Personal Licence in which case 50 is the maximum.

In any other circumstances, a temporary event at which licensable activities are to take place would require a premises licence if the premises or place at which the event is to take place is currently unlicensed for the activity or activities involved. The procedures for applying for and granting such a licence are identical to those for a permanent licence.

Temporary event notices do not require the Licensing Authority's permission. In general, only the police may object on the grounds of disorder to such an event. The Council will only ever intervene itself if the limits on the number of notices that may be given in various circumstances would be exceeded.

Many premises users giving temporary event notices will not have commercial backgrounds or ready access to legal advice. They will include, for example, people acting on behalf of charities, community and voluntary groups, schools, churches and hospitals all of which may stage public events to raise funding at which licensable activities will take place. The Licensing Authority will ensure that local guidance about the temporary permitted activities is clear and understandable and will strive to keep the arrangements manageable and user-friendly for these groups.

The Licensing Authority will not seek to attach any terms, limitations or restrictions on such events other than those set down in the legislation. However the Licensing Authority will provide local advice about proper respect for the concerns of local residents; of other legislative requirements regarding health and safety, noise pollution or the building of temporary structures; of other necessary permissions, for example, with regard to road closures or the use of pyrotechnics in public places; with regard to local bye-laws; and the need to prevent anti-social behaviour by those attending. Local publicity will also remind notice givers of relevant offences under licensing law including the laws governing sales of alcohol to minors or to any person who is drunk, and of the police powers to close down events with no notice on grounds of disorder, the likelihood of disorder or the because of public nuisance, including noise emanating from the premises.

A purpose of the notification requirement is to enable the Licensing Authority to check that the limitations set down in the Act are being observed and to intervene if they are not. Where the application is not within the parameters described above, the Licensing Authority will issue a counter notice to the person giving the notice. Where the notice is in order, the fee prescribed by the Secretary of State paid, the event falls within the limitations in the Act, and there has been no Police intervention, the Licensing Authority will record the notice in its register and send an acknowledgement to the premises user.

Additional limitations

On receiving a temporary event notice the Licensing Authority will also check that other requirements of the Act are met. (For example, a temporary event notice would be void unless there is a minimum of 24 hours between events notified by the premises user in respect of the same premises. This is to prevent evasion of the 168-hour limit on such events, and emphasise the need to obtain a full premises licence for more major events. In addition, for these purposes, a notice is treated as being from the same premises user if an associate gives it.)

The Act defines an associate as being:

- a) the spouse of that person;
- b) a child, parent, grandchild, grandparent, brother or sister of that person or their spouse; or
- c) an agent or employee of that person or their spouse;

A person living with another person as his or her husband or wife is treated for these purposes as his or her spouse.

**Provisional Statements**

Where premises are being constructed for the purposes of being used for one or more licensable activities or are being extended or otherwise altered for that purpose (whether or not they are already being used for that purpose) a person may apply for a Provisional Statement if they have an interest in the premises and, if an individual, they are aged 18 years or over.

An application for a Provisional Statement must be accompanied by a schedule of works that includes details of the licensable activities for which the premises will be used; a plan of the premises; and such other information as may be prescribed.

Applications for Provisional Statements will be dealt with in a similar manner as applications for a Premises Licence.

If a Provisional Statement has been issued and the person subsequently applies for a Premises Licence in respect of the premises, a part of them or premises which are substantially the same as the relevant premises (or part of them) and the application is in the same form as the Licence described in the Schedule of Works accompanying the application for that statement has been satisfactorily completed then any representations made by a person shall not be taken into account if:

- a) Given the information in the application for a Provisional Statement the person objecting could have made the same, or substantially the same, representations about the application but had failed to do so without reasonable excuse; and,
- b) There has been no material change in circumstances relating either to the relevant premises or to the area in the vicinity of those premises.

**Variations of Licences**

Applications to vary a Premise Licence/Club Premises Certificate will be dealt with in a similar manner to applications for a new Premise Licence. If relevant representations are not received the application for variation will be granted.

If relevant representations are made and not withdrawn the Licensing Authority will hold a hearing and at that hearing the Licensing Authority may:

- a) Modify the conditions of the Licence; or
- b) Reject the whole or part of the application.

The Licence will not be varied so as to:

- a) Extend the period for which the Licence has effect; or
- b) To vary substantially the premises to which it relates.

The Licensing Authority may vary a Premise Licence so that it has effect subject to different conditions in respect of:

- a) Different parts of the premises concerned; and
- b) Different licensable activities.

### **Minor Variations**

An amendment to the Licensing Act in July 2009 allows for a simplified, faster, cheaper procedure to vary a Premises Licence or Club Premises Certificate where the proposed variations are no more than:-

- minor changes to the structure or layout of a premises
- small adjustments to licensing hours
- the removal of out of date, irrelevant, unenforceable conditions
- the addition of volunteered conditions
- the addition of certain licensable activities (not the sale or supply of alcohol)

In all cases the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives.

### **Interim Authorities**

Generally a Licence will remain in force for as long as the Licensee continues to operate the business unless it is revoked or it is specified it has effect for a limited period and that period expires. However, if the holder of a Premise Licence dies, becomes mentally incapable or becomes insolvent then the Licence will lapse.

If, within a twenty eight day period of such circumstances, a person who had an interest in the premises concerned or is connected to the person who held the Premises Licence immediately before it lapsed gives the Licensing Authority an 'Interim Authority Notice' the Licence will be reinstated for a three-month period.

At the end of the three months it will lapse unless an application for a transfer of the Licence is made.

A person is connected to the former holder of a Premise Licence if, and only if:

- a) The person is the personal representative in the event of the holder's death;
- b) In respect of someone who has become mentally incapable the person is acting under section 6 of the Enduring Power of Attorney Act 1985; or,
- c) In the event of insolvency the person is acting as an Insolvency Practitioner.

Interim Authority Notices must also be served on the Police. If the Police consider that the grant of an Interim Authority Notice would undermine the prevention of crime objective the Licensing Authority will arrange a hearing to consider the Notice.

## **Transfer of Premises Licences/Club Premises Certificate**

The following persons may apply for the transfer to them of a Premise Licence/Club Premises Certificate:

- a) A person who carries on, or proposes to carry on, a business, which involves the use of a premise for the licensable activities, authorised by the Premise Licence/Club Premises Certificate;
- b) Any person who makes the application in pursuance of one or more of its statutory functions which relate to those licensable activities;
- c) A relevant Club within the meaning of the Act;
- d) A charity
- e) An educational institution;
- f) A hospital; or
- g) A person of such other description as may be prescribed.

Notice of the application must be given to the Police.

If the Police consider the granting of the application would undermine the crime prevention objective the Licensing Authority will consider their reasons for that decision and will reject the application if the Licensing Authority consider it necessary for the promotion of the crime prevention objective to do so.

An application for a transfer of a Licence can contain a request that the transfer has immediate effect. Such a request can only be made with the consent of the holder of the Premises Licence/Club Premises Certificate unless the applicant has taken all reasonable steps to obtain that consent and would be in a position to use the premises while the application is pending for the licensable activities authorised by the Premises Licence.

A full transfer of the Licence can only be made with the consent of the Premise Licence/Club Premises Certificate Holder unless identical circumstances apply.

In the event of a death, incapacity or insolvency of a Licence Holder and where no Interim Authority Notice has been given, provided that an application is made within 7 days after the Licence lapsed, a person can make an application for the transfer of the Licence to him and the Licence shall be reinstated from the time the application is received by the Licensing Authority.

## **Reviews**

Reviews of Premise Licences/Club Premises Certificates represent a key protection for the community where problems associated with disorder, public safety or disturbance are occurring. If relevant representations\* are made about a current licence the Licensing Authority will hold a hearing to consider them unless the Licensing Authority, the applicant and everyone who has made representations agreed that the hearing is not necessary.

A request to the Licensing Authority can be applied for at any time after a licence has been issued although it would be necessary for the licence to have been in operation for a reasonable period to allow the licensee to sort out any initial problems and also allow for the gathering of sufficient evidence by the person wishing to request the review. Government guidelines suggest a 12 month period is reasonable. This allows for seasonal changes should this be a relevant factor.

Before considering a request for a review it is suggested that a contact be made with the Premises Licence Holder/Designated Premises Supervisor or, in the case of a

Club, the secretary, chairman or other committee member. It may be that the problem(s) could be sorted out amicably.

#### **\*Relevant Representations**

'Relevant representations' are representations:

- a) About the effect of the Premise Licence/Club Premises Certificate on the promotion of the licensing objectives;
- b) Are made by an a responsible authority or 'other persons', have not been withdrawn and, in the case of representations made by an 'other persons' they are not in the Licensing Authority's opinion frivolous or vexatious

A Licence review will normally follow any action by the Police to close down the premises for up to 24 hours on grounds of disorder or public nuisance.

### **Appeals**

Entitlements to appeal for parties aggrieved by decisions of the Licensing Authority are set out in Schedule 5 of the 2003 Act.

An appeal against a decision by the Licensing Authority in the case of Premises Licences, Club Premises Certificates or Temporary Event Notices has to be made to the Magistrates' Court for the area in which the premises is situated. In the case of personal licenses, the appeal must be made to the Magistrates' Court for the area in which the licensing authority (or any part of it) is situated.

An appeal may be initiated by the giving of a notice of appeal by the Appellant to the Justices' Chief Executive for the Magistrates' Court within a period of 21 days beginning with the day on which the Appellant was notified by the Licensing Authority of the decision appealed against.

The Licensing Authority will always be a respondent to the appeal, but in cases where a favourable decision has been made for an applicant against the representations of a responsible authority or an interested party, the holder of the premises licence or club premises certificate will also be entitled to act as a Respondent.

On determining an appeal the court may:

- a) dismiss the appeal;
- b) substitute for the decision appealed against any other decision which could have been made by the Licensing Authority; or
- c) remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court.

The court may make such order as to costs as it thinks fit.

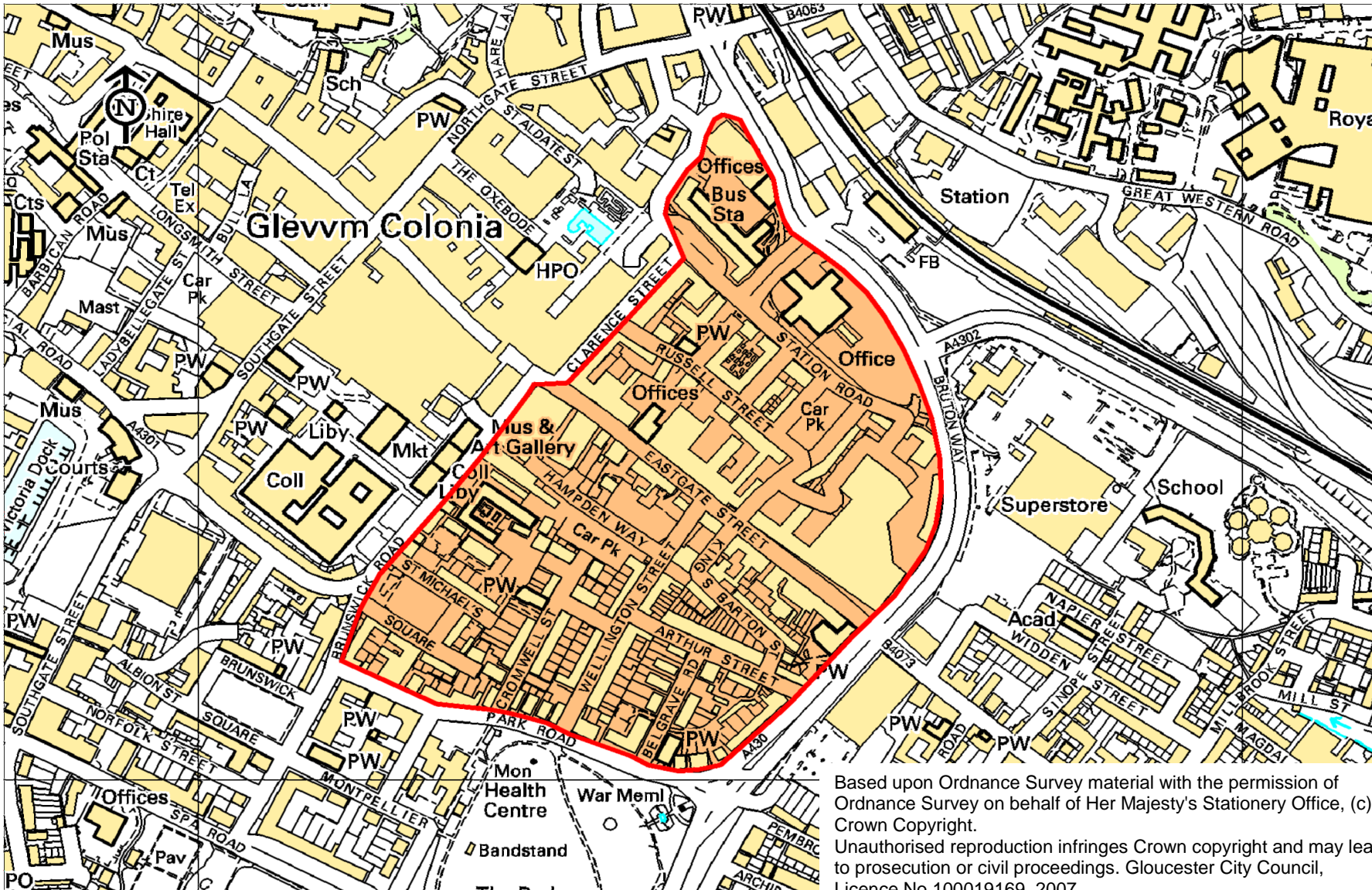
### **Giving reasons for decisions**

The Licensing Authority will maintain comprehensive records recording the reasons for its decisions. On making findings of fact in its reasons, the Licensing Authority will also ensure that they address the standard of proof and the burden of proof that they have adopted. The Licensing Authority will also address the extent to which the decision has been made with regard to its statement of licensing policy and the Guidance issued by the Home Office under section 182 of the Act.

**Implementing the determination of the Magistrates' Courts**

Upon notification of the Court's decision the Licensing Authority will seek to action that determination without undue delay, unless ordered by a higher court to suspend such action (for example, as a result of an on-going judicial review). The Act provides for no further appeal against the determination of the Magistrates' Courts.

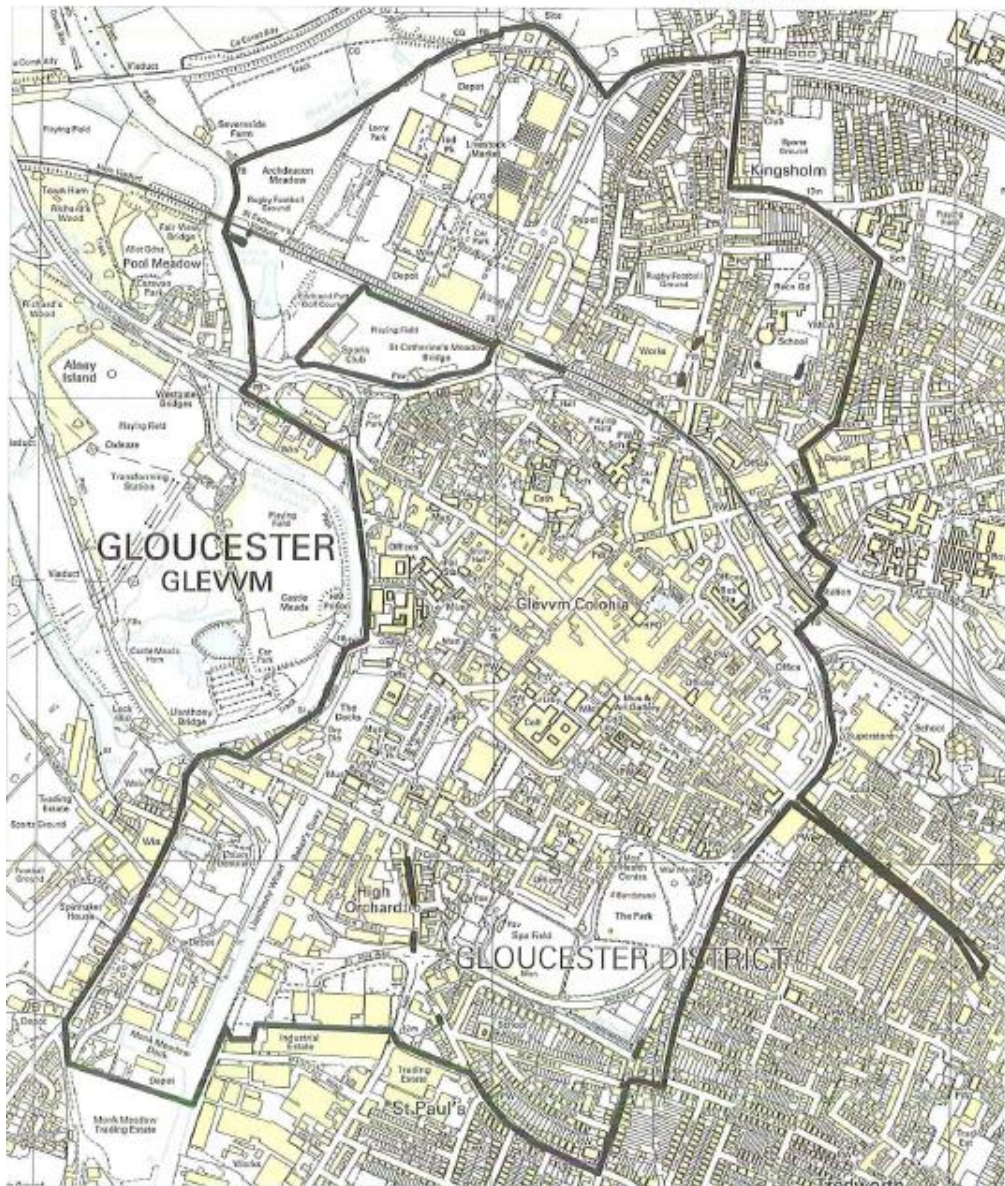
APPENDIX C





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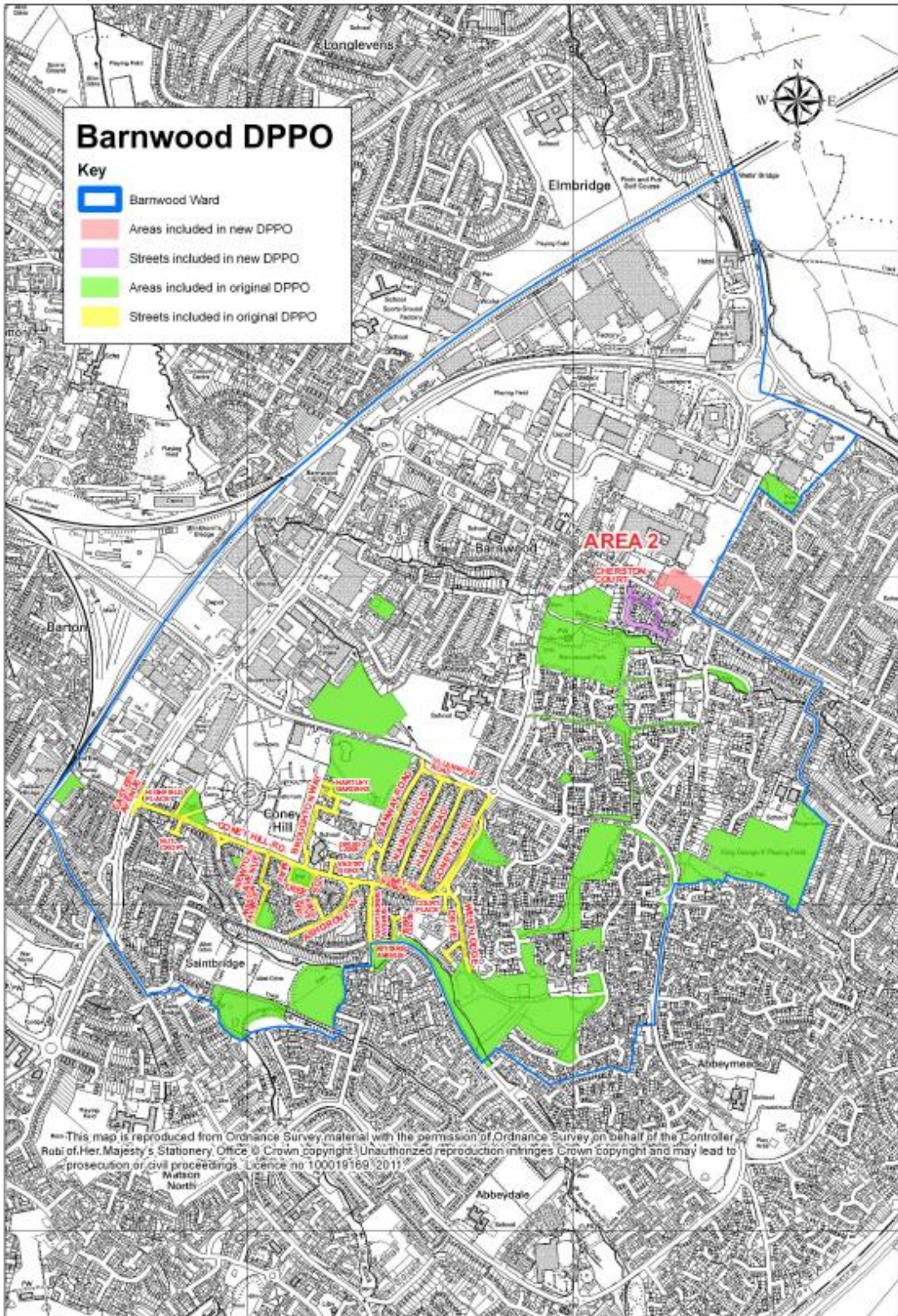


APPENDIX D



|                                                                                                                                                                                                                                                                                                                                  |                                                                                                            |                                               |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|
| Scale 1:11500                                                                                                                                                                                                                                                                                                                    | <br>NORTH<br>Grid North | <u>Drinking in the street restricted area</u> |                    |
| <b>GLOUCESTER</b><br>CITY COUNCIL                                                                                                                                                                                                             |                                                                                                            | Drwg.No.                                      | Number / Reference |
| <small>This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of Her Majesty's Stationary Office. (c) Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Gloucester City Council. Licence No. 078050. 2000</small> |                                                                                                            |                                               |                    |





**APPENDIX F****GLOSSARY OF TERMS****“LICENSABLE ACTIVITIES”**

- Retail sale of alcohol or supply of alcohol by a club.
- Provision of regulated entertainment.
- Late night refreshment i.e. serving hot food or hot drink between 23:00 hours and 05:00 hours.

**“REGULATED ENTERTAINMENT”**

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment (indoors or outdoors)
- 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
- Any playing of recorded music
- A performance of dance

**WHERE THE ENTERTAINMENT TAKES PLACE IN THE PRESENCE OF AND IS PROVIDED FOR AN AUDIENCE**

**“LICENSING AUTHORITY”**

The Council of a district in England. In this case the Licensing Authority is Gloucester City Council.

**“RESPONSIBLE AUTHORITY”**

The following have been named as Responsible Authorities in the Act and/or Regulations:

- Police
- Fire Authority
- Enforcing Authority for Health and Safety at Work etc. Act 1974 i.e. Gloucester City Council Environmental Health or Health and Safety Executive
- Local Planning Authority i.e. Gloucester City Council Planning and Building Control Services

- Gloucester City Council Environmental Protection when dealing with matters under the Environmental Protection Act
- Authority responsible for or interested in matters relating to the protection of children from harm i.e. Gloucestershire County Council, Social Services
- Any Licensing Authority in whose area part of the premises is situated.
- Gloucester City Council Licensing Authority
- Weights and measures authority
- Local Health Board

**IN RELATION TO A VESSEL:**

- A Navigation Authority (where vessel is usually moored or any waters where it is or is proposed to be navigated at the time when it is used for licensable activities)
- The Environment Agency
- The British Waterways Board, or
- The Secretary of State

**“PREMISES LICENCE”**

A licence issued by the Licensing Authority in respect of any premises which authorises the premises to be used for one (or more) licensable activity(ies). The licence is valid indefinitely unless a shorter period is specified on the licence, or unless it is surrendered or revoked.

**“PREMISES”**

Any vehicle, vessel or moveable structure, or any place or a part of any premises used for licensable activities.

**“PERSONAL LICENCE”**

Licence granted by the Licensing Authority to an individual that authorises that individual to supply alcohol or authorise the supply of alcohol in accordance with a premises licence.

**“DESIGNATED PREMISES SUPERVISOR (DPS)”**

The individual named in the premises licence as the premises supervisor. The Designated Premises Supervisor must hold a valid Personal Licence.

**“TEMPORARY EVENT NOTICE (TEN)”**

An individual aged 18 or over may use a Temporary Event Notice (TEN) where it is proposed to use premises for one or more licensable activity during a period not exceeding 168 hours and where the maximum number of persons to be admitted is less than 500.

### **“CLUB PREMISES CERTIFICATES”**

A Club Premises Certificate may be applied for by any qualifying club that is established and conducted in good faith and possesses at least 25 members. New members to any club must wait at least two days between their nomination and admission to membership.

The grant of a Club Premises Certificate means that a qualifying club is entitled to certain benefits, namely:

- The authority to supply alcohol to members and sell it to guests without the need for any member or employee to hold a Personal Licence.
- The absence of a requirement to specify a Designated Premises Supervisor (DPS).
- More limited rights of entry for the Police and authorised persons.
- Not being subject to the police powers of instant closure, and
- Not being subject to potential orders of the Magistrates Court for a closure of all licensed premises in an area.

### **“OTHER PERSONS”**

- Residents living near the premises
- Persons with an interest in the premises or locality
- Local Councillors
- Businesses with an interest in the premises or locality
- Organisations with an interest in the locality, premises or licensable activities

## APPENDIX G

**REFERENCE SOURCES**

In addition to the guidance offered by this policy the below publications can provide applicants with useful information that should be considered when applications for licensed premises are being considered:

- ❖ [The Licensing Act 2003](#)
- ❖ Guidance issued under section 182 of the Licensing Act 2003
- ❖ The Gloucestershire Constabulary Licensing Policy
- ❖ The Event Safety Guide ('The Purple Book').  
H.S.E. BOOKS – ISBN: **0717624536** – Published: Oct 1999.



<http://www.hsebooks.com/Books/>

- ❖ Managing Crowds Safely.



<http://www.hse.gov.uk/pubns/indg142.htm>

- ❖ 5 Steps to Risk Assessment Case Studies. – ISBN **0717615650**



<http://www.hse.gov.uk/pubns/indg163.pdf>

- ❖ The Guide to Safety at Sports Grounds ('The Green Guide') - ISBN **0113410018** - published by The Stationery Office (<http://www.tso.co.uk/>)

- ❖ Safety Guidance for Street Arts, Carnival, and Large Scale Performances.



<http://www.streetartsnetwork.org.uk/cn/publications/index.php>

- ❖ Home Office Guidance:

Practical Guide for Preventing and Dealing with Alcohol related problems  
Alcohol Disorder Zone Guidance  
Selling Alcohol Responsibly  
UK Police Requirements for Digital CCTV Systems



**USEFUL REFERENCES (ORGANISATIONS)**

Association of Convenience Stores (ACS)  
<http://www.thelocalshop.com/tls/index.asp>

Association of Licensed Multiple Retailers (ALMR)  
<http://www.almr.org.uk/>

Association of Town Centre Managers (ACTM and Purple Flag)  
<http://www.atcm.org/>

British Beer and Pub Association (BBPA)  
<http://www.beerandpub.com/>

British Board of Film Classification (BBFC)  
<http://www.bbfc.co.uk>

British Institute of Inn Keeping (BII)  
<http://www.bii.org/>

British Retail Consortium (BRC)  
<http://www.brc.org.uk/>

Circus Arts Forum  
<http://www.circusarts.org.uk>

Cinema Exhibitors' Association (CEA)  
<http://www.cinemauk.org.uk/>

Department for Culture, Media and Sport (see links to the Licensing Act 2003, Explanatory Notes, Guidance and Regulations)  
<http://www.culture.gov.uk>

Equity  
<http://www.equity.org.uk/>

Independent Street Arts Network  
<http://www.streetartsnetwork.org.uk>

Institute of Licensing (IOL)  
<http://www.instituteoflicensing.org/>

Justices Clerks' Society Good Practice Guide, Licensing  
<http://www.ic-society.co.uk>

LACORS  
<http://www.lacors.gov.uk/>

Licensed Victuallers Associations (LVAs)  
<http://www.flva.co.uk/>

National Association of Local Government Arts Officers

<http://www.nalgao.org/>

National Pub Watch

<http://www.nationalpubwatch.org.uk/>

NOCTIS

(formerly Bar, Entertainment and Dance Association (BEDA))

<http://www.noctisuk.org/>

The Portman Group

<http://www.portmangroup.org.uk>

**APPENDIX I****LIST OF RESPONSIBLE AUTHORITIES****GLOUCESTERSHIRE CONSTABULARY**

Licensing Unit  
Community Engagement Department  
Police HQ  
No1 Waterwells  
Quedgeley  
Gloucester  
GL2 2AN

Telephone: 01452 754482  
Email: [licensing@gloucestershire.pnn.police.uk](mailto:licensing@gloucestershire.pnn.police.uk)

The main Police switchboard number is 0845 090 1234.

**GLOUCESTERSHIRE FIRE AND RESCUE**

Chief Fire Officer  
Fire Service Headquarters  
Waterwells Drive  
Quedgeley  
Gloucester  
GL2 2AX

Telephone: 01452 753333  
Fax: 01452 753304  
Email: [fire.safety@glosfire.gov.uk](mailto:fire.safety@glosfire.gov.uk)

**POLLUTION PREVENTION**

Gloucester City Council  
Pollution Control Team  
Environmental Health  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

Telephone: 01452 396303  
Fax: 01452 396340  
Email: [licence.team@gloucester.gov.uk](mailto:licence.team@gloucester.gov.uk)



## HEALTH AND SAFETY ENFORCEMENT

If you are uncertain who enforces Health and Safety on your premises please assume it is Gloucester City Council and forward a copy of the application to the address below:-

### WHERE THE LOCAL AUTHORITY IS THE ENFORCING AUTHORITY:

Gloucester City Council  
Health and Safety Team  
Environmental Health  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

Telephone: 01452 396303  
Fax: 01452 396340  
Email: [licence.team@gloucester.gov.uk](mailto:licence.team@gloucester.gov.uk)

### WHERE THE HSE ARE THE ENFORCING AUTHORITY:

Health and Safety Executive  
4<sup>th</sup> Floor, The Pithay  
All Saints Street  
BRISTOL  
BS1 1ND

Telephone: 02920 263000  
Fax: 0117 926 2998  
Email: (i) For service employment e.g. Central and Local Government, NHS etc. the contact is [paula.johnson@hse.gsi.gov.uk](mailto:paula.johnson@hse.gsi.gov.uk)  
(ii) For other employment e.g. manufacture and repair, agriculture, transport, the contact is [nigel.chambers@hse.gsi.gov.uk](mailto:nigel.chambers@hse.gsi.gov.uk)

### LOCAL PLANNING AUTHORITY

Group Manager Development Services  
Gloucester City Council  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

Telephone: 01452 396776  
Fax: 01452 396779  
Email: [development.control@gloucester.gov.uk](mailto:development.control@gloucester.gov.uk)

**CHILD PROTECTION**

Gloucestershire Safeguarding Children Board  
Room 128  
1<sup>st</sup> Floor, Block 4  
Gloucestershire County Council  
Shire Hall  
Gloucester  
GL1 2TG

Telephone: 01452 426321  
Fax: 01452 425148  
Email: [mail@gscb.org.uk](mailto:mail@gscb.org.uk)

**GLOUCESTERSHIRE TRADING STANDARDS**

The Tri Service Centre  
Waterwells Drive  
Quedgeley  
Gloucester  
GL2 2AX

Telephone: 01452 426201  
Fax: 01452 426274  
Email: [tradstds@gloucestershire.gov.uk](mailto:tradstds@gloucestershire.gov.uk)

**LOCAL HEALTH BOARD**

Public Health Department  
Block 4, 2<sup>nd</sup> Floor  
Gloucestershire County Council  
Shire Hall  
Westgate Street  
Gloucester  
GL1 2TG

Telephone: 01452 328607  
Email: [publichealth@gloucestershire.gov.uk](mailto:publichealth@gloucestershire.gov.uk)

**CANAL & RIVER TRUST - Business Licence applications only**

The Dock Office  
Commercial Road  
Gloucester  
GL1 2EB

Telephone: 0303 040 4040

**LIST OF CONSULTEES**

**Gloucestershire Constabulary**

Licensing Unit  
Community Engagement Department  
Police HQ  
No1 Waterwells  
Quedgeley  
Gloucester GL2 2AN

**Gloucestershire Fire & Rescue**

Chief Fire Officer  
Waterwells Drive  
Quedgeley  
Gloucester GL2 2AX

**Pollution Prevention**

Gloucester City Council  
Pollution Control Team  
Environmental Health  
Herbert Warehouse  
The Docks  
Gloucester GL1 2EQ

**Health & Safety**

Gloucester City Council  
Health & Safety Team  
Environmental Health  
Herbert Warehouse  
The Docks  
Gloucester GL1 2EQ

**Health & Safety Executive**

4<sup>th</sup> Floor, The Pithay  
All Saints Street  
Bristol  
BS1 1ND

**Local Planning Authority**

Group Manager Development Services  
Gloucester City Council  
Herbert Warehouse  
The Docks  
Gloucester GL1 2EQ

**Child Protection**

Gloucestershire Safeguarding Children Board]

Room 128  
1<sup>st</sup> Floor, Block 4  
Gloucestershire County Council  
Shire Hall  
Gloucester GL1 2TG

**Gloucestershire Trading Standards**

The Tri Service Centre  
Waterwells Drive  
Quedgeley  
Gloucester GL2 2AX

**Local Health Board**

Public Health Department  
Block 4, 2<sup>nd</sup> Floor  
Gloucestershire County Council  
Shire Hall  
Gloucester GL1 2TG

**Canal & River Trust**

The Dock Office  
Commercial Road  
Gloucester GL1 2EB

**Association of Licensed Multiple Retailers**

96 Walpole court  
Ealing Studios  
London W5 5ED

**British Beer and Pub Association**

Market Towers  
1 Nine Elms Lane  
London GW8 5NQ

**British Institute of Innkeeping**

Wessex House  
80 Park Street  
Camberley  
Surrey GU15 3PT

**British Retail Consortium**

21 Dartmouth Street  
London  
SW1H 9BP

**Cinema Exhibitors Association Limited**

22 Golden Square  
London W1F 9JW

**Richard Graham MP**

Gloucester Conservatives  
Unit 1143, Regent Court  
Gloucester Business Park  
Hucclecote  
Gloucester GL3 4AD

**Association of Convenience Stores**

Federation House  
17 Farnborough Street  
Farnborough  
Hampshire GU14 9AG

All Premises Licence Holders

All Club Premises Certificate Holders

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**From:** McFarlane, David [<mailto:David.McFarlane2@gloucestershire.pnn.police.uk>]  
**Sent:** 12 October 2015 14:01  
**To:** Lisa Jones  
**Subject:** FW: Knife crime and licensing policy

Lisa

I have looked at the Manchester Policy and I like the paragraph

Comprehensive risk assessments for activities at the premises  
Risk assessments should be regularly reviewed and any appropriate action implemented immediately. Risks identified should be recorded and updated when appropriate. Consideration should be given to the risks associated with the activities of the business, the clientele, the Key Factors in this Licensing Policy, the nature of the area the premises is located, as well as any appropriate individual circumstances.

If this could be incorporated with the fact that there is a greater expectancy of security for premises which fall within the '*commutative impact zone*' (otherwise known as the 'Special Policy') which has been put in place by the City Council to restrict licensing activity in a specified area.

**David McFarlane**

Senior Harm Reduction Advisor

Head of Crime Prevention and Licensing.

Gloucestershire Constabulary Headquarters

☒ No 1 Waterwells, Waterwells Drive, Quedgeley, Gloucester, GL2 2AN

☎ (01452) 752173

✉ [David.McFarlane2@gloucestershire.pnn.police.uk](mailto:David.McFarlane2@gloucestershire.pnn.police.uk)

**From:** Lise Noakes

**Sent:** 05 November 2015 14:17

**To:** Lisa Jones; Darren Mountford

**Cc:** Gill Ragon; Tarren A. Randle

**Subject:** RE: Provided to you for consultation purposes - Licensing Policy statement

Hi both,

Please add something in under Prevention of Public Nuisance about litter clearance in the vicinity of the premises not just within the boundary of the premises themselves. This should be further added under good practise.

You will be aware of my recent complaints re KFC litter along Metz Way, particularly at the weekend. The council is bearing the cost of clearing this up and in the meantime it is a public nuisance as unsightly.

Regards

Lise



**From:** Charlotte Bowles-Lewis  
**Sent:** 20 November 2015 10:30  
**To:** 'licensing.team@gloucester.gov.uk'  
**Cc:** Anthony Wilson; Andy Powick; Andy Birchley  
**Subject:** Draft Revised Licensing Policy Statement conservation comments

Dear Licensing Team,

Having reviewed the revised licensing policy statement for the city I wish to raise the following comments in relation to the historic environment and predominantly changes whereby there are impacts on listed buildings and conservation areas due to a license being granted –

2.4 and 2.5 – Consultation should include the conservation team where an application impacts on a listed building and or within a conservation area.

3.5 Need to include discussion with conservation team regarding listed buildings and conservation areas to ensure that alterations or use is appropriate and without negative/harmful impact to significance of the building or area.

3.6 Need to include compliance with listed building regulations.

3.12 Whereby conditions are applied for example noise requirements, erection of flues, shutters or installation of cctv the conservation team should be notified, internal shutters within a listed building would require a listed building application and will require prior consultation to ensure the premises can accommodate this change.

If you wish to discuss these points further please do come back to me,

Kind regards,

Charlotte

Charlotte Bowles-Lewis

Principal Conservation & Design Officer

Environmental Planning 01452 396855

Gloucester City Council

Herbert Warehouse [charlotte.bowles-lewis@gloucester.gov.uk](mailto:charlotte.bowles-lewis@gloucester.gov.uk)

The Docks [www.gloucester.gov.uk](http://www.gloucester.gov.uk)

Gloucester, GL1 2EQ



