



Licensing and Enforcement Committee

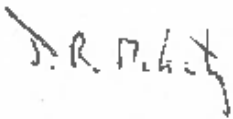
Meeting: Thursday, 14th March 2019 at 6.00 pm in the Civic Suite - North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Walford (Chair), Brooker (Vice-Chair), Brazil, D. Brown, Gravells, Haigh, Hanman, Hansdot, Hyman, Lugg, Patel, Tracey and Williams
Contact:	Democratic and Electoral Services 01452 396126 democratic.services@gloucester.gov.uk

AGENDA

1.	APPOINTMENT OF CHAIR AND VICE-CHAIR To note the appointment of Councillor Walford as Chair and Councillor Brooker as Vice-Chair made by Council on 28th February.
2.	APOLOGIES To receive any apologies for absence.
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) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> • 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, MAXIMUM 3 MINUTES PER PERSON) To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
6.	REVIEW OF THE POLICY AND FEES AND CHARGES FOR THE LICENSING OF ITEMS TO BE PLACED ON THE HIGHWAY (TABLES, CHAIRS AND A BOARDS).

	<p>(Pages 5 - 28)</p> <p>To consider the report of the Head of Place which invites the Committee to review the current arrangements for charging to place tables and chairs and A boards onto the highway and to amend the current policy to extend the duration for which a permit is issued from one to every two years.</p>
7.	<p>MEMBERS' UPDATE REPORT (Pages 29 - 36)</p> <p>To consider the report of the Head of Place which outlines to Members details of key licensing activities carried out in the last quarter (October – December 2018), including applications and service requests received, details of any enforcement work, progress reports on the work plan and any changes to Licensing Law.</p>
8.	<p>DATE OF NEXT MEETING</p> <p>Tuesday, 19th March 2019 at 6.00pm.</p>



Jon McGinty
Managing Director

Date of Publication: Wednesday, 6 March 2019

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.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For 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.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Chair aware before the meeting starts.

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.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- 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.

Gloucester City Council

Meeting:	Licensing & Enforcement Committee	Date:	14 March 2019
Subject:	Review of the policy and the Fees and Charges for the Licensing of Items to be placed on the Highway (Tables and Chairs and A-Boards)		
Report Of:	Head of Place		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Darren Mountford, City Centre Improvement Officer (Licensing Lead)		
	Email:		Tel: 396240
	darren.mountford@gloucester.gov.uk		
Appendices:	1: Comparative Fees from Other Councils		
	2: Breakdown of costs		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To review the current arrangements for charging to place Table and Chairs and A-Boards onto the Highway and to amend the current policy to extend the duration in which a permit is issued from one to every two years.

2.0 Recommendations

- 2.1 The Licensing and Enforcement Committee is asked to **RESOLVE** that:
- (1) New charges from the 1st July 2019 for the consent of Tables and Chairs and A-Boards on the Highway are approved for an 8 week consultation.
 - (2) An amendment to the current policy to issue permits from one to every two years is approved for an 8 week consultation.

3.0 Background and Key Issues

- 3.1 The placing of table and chairs and A-Boards on the Highway is covered under the Highways Act 1980 Section 115E. There is power in Section 115F for the Council to impose conditions attached to the consent.
- 3.2 There are currently 29 premises consented to display tables and chairs in Gloucester City and 56 consents issued for A-Boards. Businesses requiring tables and chairs and A-boards have proliferated in recent years, partly as a result of the relaxation in licence fees for tables and chairs on the highway.

- 3.3 Consents to place Tables and Chairs on the Highway are currently free, this decision was taken by Members in 2009, 2012 and 2015 where they agreed to keep these fees free of charge to encourage the Café Culture in the City, and boost the evening economy. The cost to place an A-board onto the Highway is currently £50.
- 3.4 The Team have received a number of complaints (7 this year) relating to the positioning of Tables and Chairs and A-boards on the Highway, these complaints have mostly related to un-licensed items, however, on occasions licensed items have also been re-positioned in an obstructive manner. Ongoing monitoring is therefore essential to ensure compliance is maintained.
- 3.5 The Power to grant permission for the provision of services, amenities, recreation and refreshment facilities on the highway and related powers is delegated to the City Council through an Agency Agreement between Gloucestershire County Council Highways and Gloucester City Council.
- 3.6 The power to set fees for these types of licences is currently delegated to the Corporate Director. Fees charged can only be set to cover the expenses of granting the Consent by virtue of section 115F.
- 3.7 A list of comparative local authority charges can be found in Appendix 1. Members should note that fees for both Licences are not available for all Local Authorities noted on this list. Some Local Authorities administer both A' Boards and Tables and Chairs Licences in their area, however some others only permit one or the other. Furthermore, each Local Authority sets their fees differently.
- 3.8 Members at the Licensing and Enforcement Committee in December 2018 considered a report whereby Gloucester City were looking to introduce fees for the placing of Tables and Chairs and A-Boards onto the Highway. At this Committee members decided to defer a decision as they requested more information on how the fees were calculated.
- 3.9 Gloucester City currently has a policy on which it consents to there being items on the Highway. Within this policy it states that a permit will only be issued for a period of 12 months.
- 3.10 Part of the review of this policy is the proposal to change the frequency in which a permit is issued for. This would be from one to every two years. By increasing this to two years will not only help with the administration but also help reduce the cost to the applicant if the fees are approved as they will effectively only make/renew an application every two years instead of every twelve months.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 There is a legal process within the terms of the Highways Act 1980 that we must follow.

5.0 Alternative Options Considered

- 5.1 The City Council may decide to leave the fees at the existing levels to support businesses to ensure the café culture continues. If this decision is taken, it should be mindful that the City Centre Improvement (Licensing) Service will not be

covering their full administration costs and the Council will be subsidising businesses who use items on the highway in order to generate them further income.

6.0 Reasons for Recommendations

- 6.1 The fees for the placing of table and chairs and an A-Board on the highway have been reviewed to reflect the cost of administering the licences and monitoring compliance of those items. The Current fee levels do not cover the cost of this service.
- 6.2 However, in order that members make this decision based on all of the facts available to them, the costs of administering and granting these Highway Licences have been estimated below.

Application Type	Tables and Chairs	A-Boards
New	£288	£288
Renewal	£135	£135
Copy of Licence	£17	£17
Refundable fee where applications is refused	£60.50	£60.50

The addition of the refundable fee above, reflects the average cost of monitoring compliance and responding to complaints, which is not required if the licence is not granted. This ensures that the Council can cover the minimum cost of processing each application even if the licence is later refused. The breakdown on how the fees have been calculated can be seen in Appendix 2.

- 6.3 The proposed fees are also more consistent with the City Council's licensing fees for Tables and Chairs on City Council land, as set by Asset Management. A number of property licences have been issued to businesses in Kings Square and the Docks costing on average £350 for Table and Chairs. A fee for an A-Board is currently not being charged for.
- 6.4 For members ease. The Asset Management Department at Gloucester City Council are responsible for issuing property licences for tables and chairs on land owned by the City Council. This includes Kings Square and parts of the Docks. The City Centre Improvement Team is responsible for issuing Consents to tables and chairs and A-Boards on land that is classed as a highway. If someone wants to place an item on private land then they do not need to seek permission from the City Council unless it requires planning/advertisement consent.
- 6.5 There are also issues around health and safety and visual amenity especially in high footfall areas such as the City Centre where the proliferation of A-Boards and table/chairs is becoming to look unsightly and becoming an impediment to partially sighted and other individuals.

7.0 Future Work and Conclusions

- 7.1 It is intended to review the policies for Consenting items on the Highway routinely every 3 years. The fees will be reviewed on an annual basis, to consider changes in service and uptake of these licences.
- 7.2 This is an area of Licensing that needs resolving as the service continues to receive complaints about such items obstructing the highway and we continue to discover a number of unlicensed premises placing tables and chairs and A-Boards on the Highway. It is important for the City to present as attractive a face as possible to residents and visitors alike.
- 7.3 Members are recommended to accept the proposed changes to the current levels of fees for Tables and Chairs and A-Boards in accordance with the proposed fees listed in Paragraph 6.2 and to amend the current policy to extend the duration in which a permit is issued from one to every two years and approve for an 8 week consultation on the proposal to take effect on 1st July 2019.

8.0 Financial Implications

- 8.1 The fee levels currently set do not cover the work carried out by the service and the proposed fee will contribute to the costs of delivering this service.

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

9.0 Legal Implications

- 9.1 Sections 115A to 115K of the Highways Act 1980 are quite complex. They were introduced into the Act by virtue of the Local Government (Miscellaneous Provisions) Act 1982, the same legislation that introduced Street Trading. This is only a summary and the actual provisions must be referred to.
- 9.2 For tables and chairs on the highway, the specific power is contained in section 115C, the provision of refreshments by the Council that can be granted to other persons under 115E.
- 9.3 For “A” boards on the highway, it is arguable that the powers come under section 115B, the provision of services and amenities by the Council that can be granted to other persons under section 115E.
- 9.4 The permission granted for either “A” boards or tables and chairs to be in the highway are termed “consents” rather than “licences” under the Highways Act 1980 sections 115A to 115K.
- 9.5 Where the Council grant consent and it is not complied with, then the Council may carry out work in default of a statutory notice and if correction is not possible then revocation and removal may be the remedy.
- 9.6 The City Council has express permission to utilise sections 115A to 115K under a Mini Highways Agreement with Gloucestershire County Council.

- 9.7 Where tables and chairs and “A” boards are put on the highway without consent, there are various enforcement powers in the Highways Act 1980.
- 9.8 Local Authorities are able to impose fees for the grant or renewal of licences/permits covering their administration and enforcement costs.
- 9.9 This was backed up by the Supreme Court’s decision in the Hemming v Westminster case. They ruled that Licensing Authorities are able to include the cost of enforcement when setting their fees and not just the administration cost of granting a licence/permit.

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

10.0 Risk & Opportunity Management Implications

- 10.1 The key risks arising from this relate to decisions taken by the Licensing and Enforcement Committee. Any decisions made which are unreasonable or unlawful could be open to legal challenge resulting in loss of image, reputation and potential financial penalty.
- 10.2 There is an opportunity to ensure a consistent approach for the City is taken in terms of Consenting table and chairs and A-Boards onto the highway. Whilst the City Council’s Asset Management Team has regard for our policies for consenting Table and Chairs, it does not share the same charging structure.

11.0 People Impact Assessment (PIA):

- 11.1 The following matters have been considered during the screening stage, impacts on Disability groups including those with mobility difficulties, partially sighted and blind a positive impact has been identified. Furthermore, wheelchair and mobility scooter users have been considered along with mothers pushing double pushchairs in considering minimum access routes and maximum dimensions of various items on the Highway.
- 11.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact; there a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

- 12.1 The Policies for Licensing Items on the Highway take into account community safety ensuring that an unobstructed access route is maintained on the highway at all times and for all members of the Community.

Sustainability

- 12.2 None

Staffing & Trade Union

- 12.3 None

Press Release drafted/approved

12.4 None

Background Documents:

The Highways Act 1980 as amended by the Local Government (miscellaneous Provisions) Act 1982

Mini Agency Agreement between the County Council and City Council

Comparative Costs**Appendix 1**

Local Authority	Fees for Table and Chairs	Fees for A-Boards
Worcester	New £230 Renewal £57	
Solihull	£225	£181
Wyre Forest District Council	£369	
Cheltenham	Administration fee £105 Annual fee up to 8 chairs £267 Annual fee for 9 to 16 chairs £534 Annual fee for 17 to 24 chairs £1,155.00 Annual fee for 25 chairs and over £1,691	Administration fee £105 Annual fee for A-Boards £105
Stroud	Do not issue permits	Do not issue permits
Cotswolds	Do not issue permits	Do not issue permits
South Gloucestershire	Do not issue permits	Do not issue permits
Cardiff	1 -2 tables with up to 8 chairs/seats £200 3 -4 tables with up to 16 chairs/seats £500 5 – 10 tables with up to 40 chairs/seats £900 11+ tables with over 40 chairs/seats £900 plus £35 for every extra chair/seat over 40	New £180 Renewal £130

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Times / Cost estimates for New Highways Applications

Assumption for ave number of Objections =	2	Per New Application	Renewal Application
Total Cost		£288.24	£135.12
Administration Cost		£227.74	£74.62
Enforcement Cost		£60.50	£60.50

Application Administration See Also Reg Services Below	Role	New Applications		Renewal Per Application Cost
		Per Application Time (HH:MM)	Cost	
<i>Pre Application and General Queries</i>				
Queries from Applicant	Licensing and Enforcement Officer	00:15	£16.50	
Queries from local Residents	Licensing and Enforcement Officer	00:05	£5.50	
<i>Application received</i>				
Sorting Post	EH Admin	00:05	£5.16	£5.16
Work Allocation to LEO	EH Admin	00:05	£5.16	£5.16
Check application is complete	Licensing and Enforcement Officer	00:20	£22.00	£22.00
Process Fee	EH Admin	00:10	£10.33	£10.33
<i>Load application onto system</i>				
Input application onto system	EH Admin	00:10	£10.33	£10.33
Scanning and Indexing	EH Admin	00:05	£5.16	£5.16
Consult internal/external teams	Licensing and Enforcement Officer	00:30	£33.00	
Post Public Notice and site visit	Licensing and Enforcement Officer	00:45	£49.50	
<i>Consultation and Dealing with Consultees</i>				
Gloucestershire Constabulary	Licensing and Enforcement Officer	00:02	£2.20	
Environmental Health (Env. Protection)	Licensing and Enforcement Officer	00:02	£2.20	
City Council Planning	Licensing and Enforcement Officer	00:02	£2.20	
Gloucester Heritage	Licensing and Enforcement Officer	00:05	£5.50	
Ward Councillors	Licensing and Enforcement Officer	00:05	£5.50	
Gloucestershire Highways	Licensing and Enforcement Officer	00:02	£2.20	
Residents/ Frontages	Licensing and Enforcement Officer	00:10	£11.00	
Checking Objections are relevant	Licensing and Enforcement Officer	00:05	£5.50	
Logging Objections on system	EH Admin	00:05	£5.16	
Member and Press Enquiries	RS Senior Licensing Officer	00:05	£6.16	
<i>Produce Licence</i>				
Initial Draft of licence	EH Admin	00:05	£5.16	£5.16
Check and Sign Licence	RS Senior Licensing Officer	00:05	£6.16	£6.16
Send Licence and Receipt Scan/index Licence	EH Admin	00:05	£6.16	£5.16
Totals		03:13	£227.74	£74.62

Additional Enforcement Costs (assume at least 1 complaint/compliance checks)

Investigate Complaints	Licensing and Enforcement Officer	00:45	£	49.50
update computer records/ send letter /take further action	Licensing and Enforcement Officer	00:10	£	11.00
Totals		01:10	£	60.50
(New fee)				£288.24
				£135.12 (renewal fee)

Luise / Cara / ...

Base staffing costs

Position	Base Cost £'s	Grade
City Centre Improvement Officer	£66.00	
City Centre Improvement Officer (Licensing Lead)	£74.00	
Business Support Officer	£62.00	

Meeting:	Licensing & Enforcement Committee	Date:	14 March 2019
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Report Of:	Head of Place		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Darren Mountford, City Centre Improvement Officer (Licensing Lead)		
	Email:	darren.mountford@gloucester.gov.uk	Tel: 396240
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Application Type	Tables and Chairs	A-Boards
New	£182	£182
Renewal	£86	£86
Copy of Licence	£11	£11
Refundable fee where applications is refused	£39	£39

The addition of the refundable fee above, reflects the average cost of monitoring compliance and responding to complaints, which is not required if the licence is not granted. This ensures that the Council can cover the minimum cost of processing each application even if the licence is later refused. The breakdown on how the fees have been calculated can be seen in Appendix 2.

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

10.0 Risk & Opportunity Management Implications

- 10.1 The key risks arising from this relate to decisions taken by the Licensing and Enforcement Committee. Any decisions made which are unreasonable or unlawful could be open to legal challenge resulting in loss of image, reputation and potential financial penalty.
- 10.2 There is an opportunity to ensure a consistent approach for the City is taken in terms of Consenting table and chairs and A-Boards onto the highway. Whilst the City Council’s Asset Management Team has regard for our policies for consenting Table and Chairs, it does not share the same charging structure.

11.0 People Impact Assessment (PIA):

- 11.1 The following matters have been considered during the screening stage, impacts on Disability groups including those with mobility difficulties, partially sighted and blind a positive impact has been identified. Furthermore, wheelchair and mobility scooter users have been considered along with mothers pushing double pushchairs in considering minimum access routes and maximum dimensions of various items on the Highway.
- 11.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact; there a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

- 12.1 The Policies for Licensing Items on the Highway take into account community safety ensuring that an unobstructed access route is maintained on the highway at all times and for all members of the Community.

Sustainability

- 12.2 None

Staffing & Trade Union

- 12.3 None

Press Release drafted/approved

12.4 None

Background Documents:

The Highways Act 1980 as amended by the Local Government (miscellaneous Provisions) Act 1982

Mini Agency Agreement between the County Council and City Council

Comparative Costs**Appendix 1**

Local Authority	Fees for Table and Chairs	Fees for A-Boards
Worcester	New £230 Renewal £57	
Solihull	£225	£181
Wyre Forest District Council	£369	
Cheltenham	Administration fee £105 Annual fee up to 8 chairs £267 Annual fee for 9 to 16 chairs £534 Annual fee for 17 to 24 chairs £1,155.00 Annual fee for 25 chairs and over £1,691	Administration fee £105 Annual fee for A-Boards £105
Stroud	Do not issue permits	Do not issue permits
Cotswolds	Do not issue permits	Do not issue permits
South Gloucestershire	Do not issue permits	Do not issue permits
Cardiff	1 -2 tables with up to 8 chairs/seats £200 3 -4 tables with up to 16 chairs/seats £500 5 – 10 tables with up to 40 chairs/seats £900 11+ tables with over 40 chairs/seats £900 plus £35 for every extra chair/seat over 40	New £180 Renewal £130

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Times / Cost estimates for New Highways Applications

Per New Application	Renewal Application
£182.49	£85.52
Administration Cost	£46.76
Enforcement Cost	£38.76

Assumption for ave number of Objections = 2

Application Administration See Also Reg Services Below	Role	New Applications		Renewal Application
		Per Application Time (HH:MM)	Per Application Cost	
<i>Pre Application and General Queries</i>				
Queries from Applicant	Licensing and Enforcement Officer	00:15	£10.57	
Queries from local Residents	Licensing and Enforcement Officer	00:05	£3.52	
<i>Application received</i>				
Sorting Post	EH Admin	00:05	£3.17	£3.17
Work Allocation to LEO	EH Admin	00:05	£3.17	£3.17
Check application is complete	Licensing and Enforcement Officer	00:20	£14.09	£14.09
Process Fee	EH Admin	00:10	£6.33	£6.33
<i>Load application onto system</i>				
Input application onto system	EH Admin	00:10	£6.33	£6.33
Scanning and Indexing	EH Admin	00:05	£3.17	£3.17
Consult internal/external teams	Licensing and Enforcement Officer	00:30	£21.14	
Post Public Notice and site visit	Licensing and Enforcement Officer	00:45	£31.71	
<i>Consultation and Dealing with Consultees</i>				
Gloucestershire Constabulary	Licensing and Enforcement Officer	00:02	£1.27	
Environmental Health (Env. Protection)	Licensing and Enforcement Officer	00:02	£1.27	
City Council Planning	Licensing and Enforcement Officer	00:02	£1.27	
Gloucester Heritage	Licensing and Enforcement Officer	00:05	£3.52	
Ward Councillors	Licensing and Enforcement Officer	00:05	£3.52	
Gloucestershire Highways	Licensing and Enforcement Officer	00:02	£1.27	
Residents/ Frontages	Licensing and Enforcement Officer	00:10	£7.05	
Checking Objections are relevant	Licensing and Enforcement Officer	00:05	£3.52	
Logging Objections on system	EH Admin	00:05	£3.17	
Member and Press Enquiries	RS Senior Licensing Officer	00:05	£4.18	
<i>Produce Licence</i>				
Initial Draft of licence	EH Admin	00:05	£3.17	£3.17
Check and Sign Licence	RS Senior Licensing Officer	00:05	£4.18	£4.18
Send Licence and Receipt Scan/Index Licence	EH Admin	00:05	£3.17	£3.17
Totals		03:13	£143.73	£46.76

Additional Enforcement Costs (assume at least 1 complaint/compliance checks)

Investigate Complaints	Licensing and Enforcement Officer	00:45	£	31.71
update computer records/ send letter /take further action	Licensing and Enforcement Officer	00:10	£	7.05
Totals		00:55	£	38.76
	(New fee)			£182.49

£85.52 (renewal fe

Fee for a copy of Licence

	Role	Per Application	
		Time	Cost
Assistance to Applicant			
Queries from Applicant	EH Admin	00:02:00	£1.27
Application Received			
Sorting Post	EH Admin	00:01:00	£0.63
Enter on to System/process fee	EH Admin	00:05:00	£3.17
Produce licence	EH Admin	00:02:00	£1.27
Check and sign Licence	Senior Licensing Officer	00:02:00	£1.67
Send Licence and receipt Scan and Index	EH Admin	0:05:00	£3.17
Totals		0:17:00	£11.17

Base staffing costs

Position	Base Cost £'s	Grade
City Centre Improvement Officer	£42.28	
City Centre Improvement Officer (Licensing Lead)	£50.12	
Business Support Officer	£37.99	

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Gloucester City Council

Meeting:	Licensing and Enforcement Committee	Date:	14 March 2019
Subject:	Members Update for Licensing and Enforcement Committee		
Report Of:	Head of Place		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
	For Information		
Contact Officer:	Darren Mountford, City Centre Improvement Officer (Licensing Lead)		
	Email:	darren.mountford@gloucester.gov.uk	Tel: 396240
Appendices:	1. Licensing Forward Plan		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To outline to Members, details of key Licensing Activities carried out in the last quarter (October to December 2018), including applications and service requests received, details of any enforcement work, progress updates of our work plan and any changes in Licensing Law.
- 1.2 To seek suggestions from members as ways to improve the format and content of this report.

2.0 Recommendations

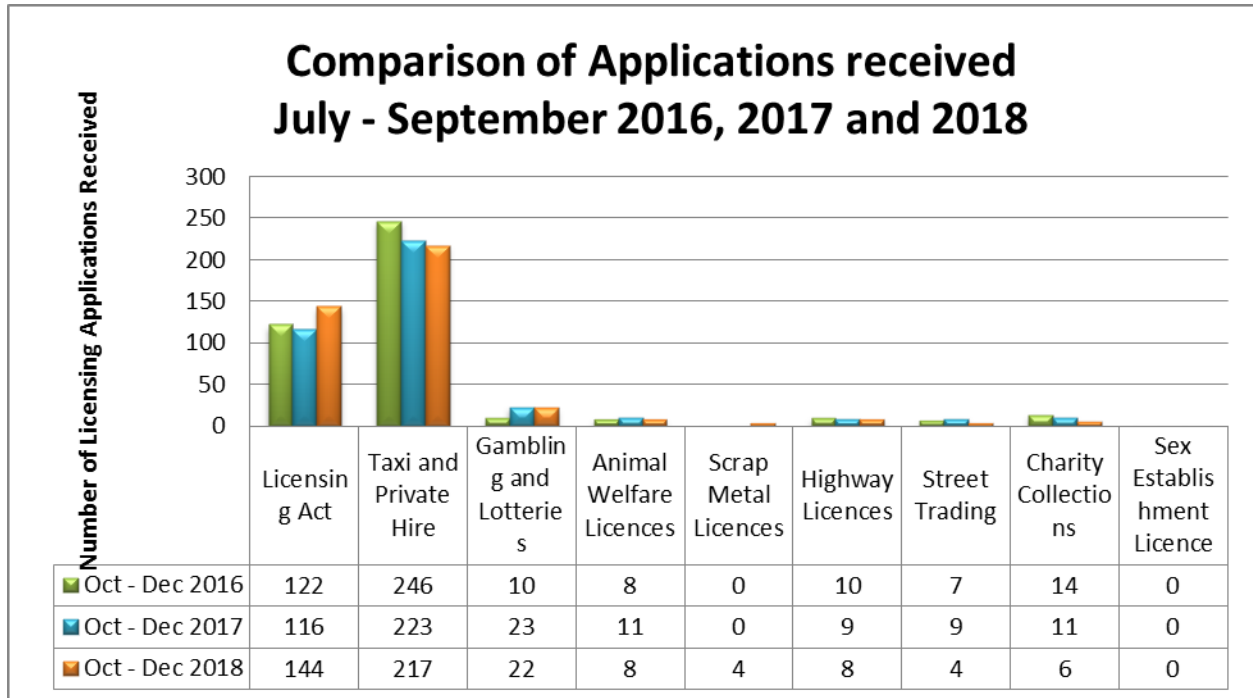
- 2.1 Members of the Licensing and Enforcement Committee note the contents of this report.

3.0 Updates on Licensing Activities in the last Quarter

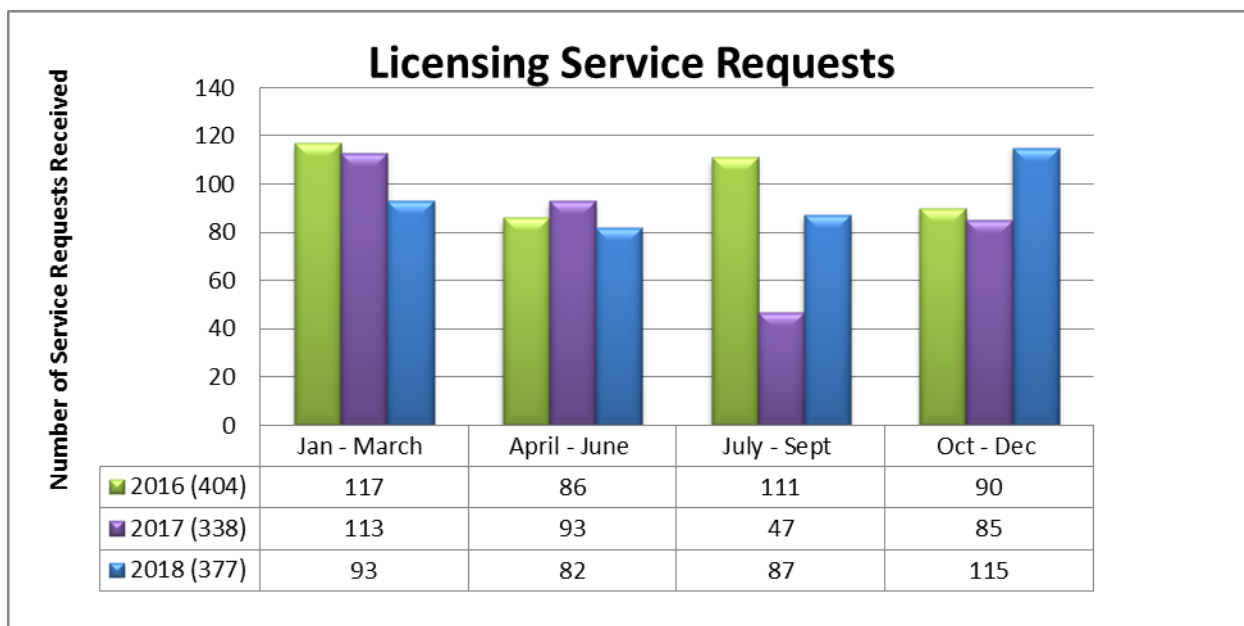
- 3.1 During this quarter, the licensing functions were carried out by the City Centre Improvement and Community Wellbeing Teams.

New Licensing Applications

- 3.2 Between 1st October and 31st December 2018 a total of 413 licensing applications were received, this is 58 more than we received in the previous quarter (July to September 2018).
- 3.3 The graph below illustrates the number of applications received between October and December 2018 in comparison to 2016 and 2017.



- 3.4 In addition to the administration of licensing applications a number of service requests are also received. These can consist of complaints and enquiries about various Licensing matters. The graph below compares the numbers received per quarter during 2016, 2017 and 2018.



4.0 Enforcement Work

Sub-Committees Held between September and November 2018

Taxi and Private Hire Hearing (one Hearing)

- 4.1 On the 13th December 2018 an existing driver was referred to the Licensing and Enforcement Sub-Committee to question whether they continued to be a fit and proper person to hold a Private Hire Drivers Licence. This was because the driver had received 14 Council internal penalty points within a 12 month period. Members resolved that the Private Hire Driver's Licence be suspended for a minimum of seven days to enable the driver to attend the Council Offices to be examined on their knowledge of the Rule Books.

Out of Hours and daytime Enforcement

- 4.2 Taxi and Private Hire Enforcement

City Centre Improvement Officers have continued to monitor activities of drivers and conditions of their Licence. Since the last update in December a further 76 penalty points were issued to drivers for reasons including failure to notify us of convictions/cautions, failure to declare DVLA penalty points/convictions, failure to display approved door panels, Hackney Carriage drivers leaving their vehicle unattended on the Hackney Carriage rank and Private Hire vehicles parking on the Hackney Carriage rank.

In total the number of penalty points issued during 2018 was 613. Where 12 or more points are issued, the Licence holder will be referred to the Licensing and

Enforcement Sub-Committee for a disciplinary hearing. Some infringements can incur 12 points at one time, e.g. plying for hire.

4.3 Licensed Premises

The City Centre Improvement Officers have a close working relationship with the Police and Environmental Protection and regularly share information to ensure compliance at licensed premises. City Centre Improvement Officers have carried out inspections of licensed premises and also visited licensed premises where payment of the annual fee has not been paid.

Again during the last quarter City Centre Improvement Officers have worked with Immigration Officers and visited a number of premises within Gloucester.

City Centre Improvement Officers have also worked on operations with the Police undertaking test purchasing on licensed premises.

Best Bar None

Licensed premises came together on the night of Tuesday 22 January 2019 to celebrate the accreditation of the city's pubs, bars, restaurants and nightclubs to the annual Best Bar None scheme. BBN is a national award scheme aimed at responsible management & operation of alcohol licensed premises.

Seventeen businesses were recognised for their commitment to promoting responsible drinking and providing a vibrant and safe environment for their customers and staff. Best Bar None is a countrywide accreditation scheme with national awards supported by the Home Office and the drinks industry. This year, the awards ceremony was held at Gloucester Guildhall alongside a gala dinner. Winners were announced for individual categories including Best Chain Pub, Best Independent Pub and Best Food Experience; before the best overall winners were announced.

The full list of winners:

Gold Award 2019 – Butlers Venue Bar
Silver Award 2019 – Gloucester Guildhall
Bronze Award 2019 – Atik - Gloucester

Best Chain Pub – The Abbey
Best Independent Pub – Tank
Best Chain Late Bar / Club – Atik – Gloucester
Best Independent Late Bar / Club – Butlers Venue Bar
Best Family / Community Pub – Turmut Hoer
Best Small Local Pub – Angies
Best Food Experience – Portivo Lounge

Best Newcomer BBN 2019 – The Abbey

Accredited Venues:

The Abbey	Angies
Atik – Gloucester	Bumble Bee
Butlers Venue Bar	The Chambers
Fox & Elm	Gloucester Guildhall
The Lord High Constable of England	Miller & Carter – Gloucester
One Eyed Jacks	Pike & Musket
Portivo Lounge	The Regal
Tank	Turmut Hoer
Wagon and Horses	

Animal Welfare

The Community Wellbeing Team will be presenting a report on the proposed Animal Welfare fees to the next Licensing and Enforcement Committee in March 2019. They have been dealing with lots of enquiries regarding applications and have inspected many premises since the Animal Welfare Regulations came into force in 2018.

5.0 Legislative Updates

None

6.0 Future Work

None

7.0 Forward work plan and Conclusions

7.1 The table in appendix 1 outlines our proposed work plan for Full Licensing and Enforcement Committee meetings over the next 3 years. As the years goes on, additional matters may need to be brought to Members attention or further requests may be presented for decision. However, the items listed illustrate expected matters that are scheduled for consideration Committee dates are in **bold** and shaded grey.

7.2 At each quarterly Licensing and Enforcement Committee meeting, we will continue to update Members on any activities carried out in the last quarter, this will include a summary of what has happened in the team, including number of new Licences, any enforcement work carried out and details of any appeals or prosecutions held, the outcomes of those hearings and any further court cases pending.

8.0 Financial Implications

8.1 There are no financial implications attached to the recommendations in this report.

(Financial Services have been consulted in preparing this report.)

9.0 Legal Implications

9.1 There are none at this time.

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

10.0 Risk & Opportunity Management Implications

10.1 In Compliance with the Council's risk management strategy any decisions made which are unreasonable or unlawful could be open to legal challenge resulting in loss of image, reputation and potential financial penalty. There is no risk to the Authority connected to this report, as it is for information only.

11.0 People Impact Assessment (PIA):

11.1 There are no key decisions included in this report.

11.2 A separate PIA will be carried out for each Policy when it is brought before the Licensing and Enforcement Committee.

12.0 Other Corporate Implications

Community Safety

12.1 None

Sustainability

12.2 None

Staffing & Trade Union

12.3 None

Background Documents: None

Licensing Forward Plan

LICENSING AND ENFORCMENT COMMITTEE	POLICY ITEM
March 2019	<ul style="list-style-type: none"> • Quarterly Licensing Update for Members • Review of fees for Tables and Chairs and A-Boards • Animal Welfare fees
May 2019	<ul style="list-style-type: none"> • <i>Members Training</i>
June 2019	<ul style="list-style-type: none"> • Review of Sex Establishments Policy Statement for approval • Quarterly Licensing Update for Members
September 2019	<ul style="list-style-type: none"> • Review of Street Trading Policy • Quarterly Licensing Update for Members <i>including update on proposed Taxi Tariff</i>
<i>October 2019</i>	<ul style="list-style-type: none"> • <i>Consult on Taxi Meter Tariff over 14 days</i> • <i>Taxi and Private Hire Fees Review Assessment, Inform Chair of L and E Committee of proposals to Taxi fees.</i>
<i>November 2019</i>	<ul style="list-style-type: none"> • <i>Consult on Taxi and Private Hire fees over 28 days</i>
December 2019	<ul style="list-style-type: none"> • Review of policy to licence items on the highway • Quarterly Licensing Update for Members including any changes Taxi and Private Hire fees • OR Report to consider objections on changes to Taxi and Private Hire fees (fees to take effect 1st April 2020)
<i>January 2020</i>	<ul style="list-style-type: none"> • <i>Ceremony for Best Bar None</i>
March 2020	<ul style="list-style-type: none"> • Scrap Metal Dealers Policy review for consultation • Sex Establishment Policy Statement review for consultation
<i>May 2020</i>	<ul style="list-style-type: none"> • <i>Members Training</i>
March 2021	<ul style="list-style-type: none"> • Quarterly Licensing Update for Members

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