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Tuesday, 5 December 2023

Dear Sir/Madam

REGULATORY AND LICENSING COMMITTEE

A meeting of the Regulatory and Licensing Committee has been arranged to take place **WEDNESDAY, 13TH DECEMBER, 2023 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

The meeting will be live streamed on the Council's [YouTube channel](#)

Yours faithfully

A handwritten signature in cursive script that reads 'Kerry Dove'.

Kerry Dove
Chief Operating Officer

To: Members of Regulatory and Licensing Committee

Councillors B Yeates (Chair), Salter (Vice-Chair), Anketell, Ashton, Bragger, Checkland, Coe, L Ennis, Evans, Henshaw, Hill, Leung and Warfield



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Previous Meeting 3 - 6
4. Footpath- Proposed Extinguishment of Public Footpath 7 - 10
5. Revised Taxi Licensing Policy 11 - 14
6. Setting of Regulation and Enforcement fees, charges and fixed penalty amounts for 2024-25 15 - 26
7. Work Programme 27 - 28



REGULATORY AND LICENSING COMMITTEE

25 SEPTEMBER 2023

PRESENT:

Councillors Salter (Vice-Chair), Anketell, Ashton, Bragger, Checkland, Coe, L Ennis, Evans and Henshaw

8 APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Warfield, Leung and Yeates (Chair).

9 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

10 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held on 20th June 2023, were taken as read and approved as a correct record by the Chair.

Confirmation was sought regarding whether the legislation applied to footpath diversion Fradley 42 may need changing as discussed at the last meeting and it was noted that this would be clarified and the Committee informed.

11 POLLING PLACES REVIEW

The Committee received a report on the forthcoming review of all parliamentary polling districts and polling places which was required every five years. It was reported that the next review must be completed by 31 January 2025 and although planned to be undertaken as soon as possible, the Parliamentary By-election in Tamworth currently underway had meant resources had been moved to that so it was planned to start the more formal review after the PFCC elections in May 2024.

Members discussed whether it was possible to ensure that residents would be aware of polling stations being moved including highlighted on poll cards. In response to members questions, it was reported that the template for poll cards were set in statute so no change could legally be made but all stations were shown on the bottom of each one and any amended details were flagged. Officers appealed for all electors to check and confirm their polling location at each election and not assume it was the same as the last.

The Committee went on to discuss the concerns about location of poll stations being in inappropriate areas, causing access and safeguarding concerns, members went on and discussed possible alternatives of other poll stations for future use.

Members discussed that there was often difficulty using schools as polling stations but suggested that in some cases only using part of the school grounds allowed residents to vote and the school to remain open. It was also noted that in some situations where schools are used, appropriate entrances should be open (where this does not cause safeguarding concerns) so the station is accessible for all.

The Committee addressed concerns about the accessibility and the distance to and from polling stations for certain residents. It was raised that in some cases it was restricting people

from voting as they were unable to walk such a distance losing their opportunity to vote in person. Members were advised of the serious consideration by the returning officer in selecting appropriate sites and local knowledge of members in identifying them.

In response to Members suggestions, it was reported that the main concern around the use of mobile stations, other than the cost, was the safety and the availability of them. It was discussed that all mobiles were there for a week which left people reluctant to have them on site as damage and reduced access for other activities could be caused within that time frame. It was also reported that not mobile stations of a suitable size were not always available to hire for the time frame and at the scale that would be necessary to ensure accessibility in all areas.

RESOLVED: (1) That the attached project plan and programme for the review be approved; and

(2) That any further issues the Committee considered relevant to include within the review for the impending Parliamentary by-election and ready for PFCC elections in May 2024.

12 ADOPTION OF REVISED CONDITIONS FOR PAVEMENT LICENCES

The Committee received a report requesting amendments to the conditions attached to current pavement licences in order to simplify them, enable the Council to better assert and protect the rights of the public to the use and enjoyment of the highway, and remove references to restrictions that existed during the pandemic.

Members discussed and agreed that careful assessments were undertaken before issuing licences and they be monitored after.

In response to members and their questions about the number of complaints received it was confirmed that there were very few received and that the service did constantly monitor all areas as part of their normal duties. It was confirmed that they were also looking into recent cases where vehicles unloading close to outdoor seating areas took up spaces that then left little room for pedestrians.

Overall, the Committee did agree that the new conditions were more relevant and usable for both licensees and Council.

RESOLVED: That the proposed pavement licence conditions be approved.

13 EXTENSION OF AND AMENDMENTS TO THE PUBLIC SPACES PROTECTION ORDER FOR DOG CONTROL

The Committee received a report on the Council's current dog related Public Space Protection Order (PSPO) which was due for review which would expire on August 2024. It was noted that any decision on renewal or amendment to the PSPO would have to be decided before that date. The report also proposed a way forward in ensuring relevant stakeholders were consulted on what might reasonably be included in the renewed PSPO, prior to the proposals going to formal public consultation.

Members discussed the possibility that in busy areas dogs must stay on short leads and in bigger areas such as parks/fields that there were areas for no dogs, not just children's play areas as current.

It was reported that it may be difficult to enforce some suggestions as it could be difficult to keep dogs away from certain areas of land and there needed to be proof of the dog owner having the intent to commit the offence. It was discussed that feedback from the public and dog owners must be taken into consideration and balanced when creating proposals.

RESOLVED: That a non-statutory general consultation exercise take place with Parish Councils in order to obtain views on the various possible dog related Public Space Protection Orders (PSPOs), prior to those views being brought back to this Committee with recommendations or options on how to proceed.

14 WORK PROGRAMME

The Committee noted the contents of the work programme for 2023-2024. It was agreed that officers would work with the Chair to see if any items could be moved to better balance the workload of upcoming meetings.

(The Meeting closed at 6.38 pm)

CHAIRMAN

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Proposed Extinguishment of Public Footpath No. 15 (part) (Cannock Road to Cobbett Road) in the Parish of Burntwood



Date: 13 December 2023

Agenda Item:

Contact Officer: Rhiannon Godley/Robin Carr

Tel Number: 01543 308254/07976 624029

Email: Rhiannon.Godley@lichfielddc.gov.uk
robin.carr1@btinternet.com

Key Decision? **NO**

Local Ward Members: Councillors D Ennis, L Ennis, Norman and Woodward

REGULATORY AND LICENSING COMMITTEE

1. Executive Summary

1.1 To consider an application from Mr Andrew Richard Ludgate of ARL Design and Welding Limited for the extinguishment of that part Public Footpath No. 15 that runs between Cannock Road and Cobbett Road in the Parish of Burntwood and shown by a solid black line (A-B) (the Application Route) on Appendix 1 attached to this report. The application is to be considered under the Highways Act 1980, Section 118.

2. Recommendations

- 2.1 To approve the making of an Order to extinguish that part Public Footpath No. 15 that runs between Cannock Road and Cobbett Road in the Parish of Burntwood and shown by a solid black line (A-B) on Appendix 1 attached to this report.
- 2.2 In the event of objections being duly lodged, and not subsequently withdrawn, the Order be referred to the Secretary of State (via the Planning Inspectorate) for confirmation.
- 2.3 That if no objections are received, or any received are subsequently withdrawn, the Authority confirm the Order itself.

3. Background

- 3.1 Public Footpath, Burntwood No 15 is recorded on the Definitive Map and Statement for the area but has been overgrown and obstructed for a number of years.
- 3.2 In March 2023 the Council received an application from Mr Andrew Richard Ludgate of ARL Design and Welding Limited ARL Design and Welding Limited, Unit 20, Burntwood Business Park Zone 1, Cobbett Road, Burntwood, Staffordshire, WS7 3GL to stop up that part of Public Footpath No 15 that is shown by a solid black line (A-B) (the Application Route) on Plan 1 attached to this report.
- 3.3 The application was originally submitted under the provisions of Section 257 of the Town and Country Planning Act 1990, and in connection with planning application 20/01826/FUL. The planning consent allows for the construction of a new 2500 square foot industrial unit to side of the existing Unit No 20. It was however considered that the extinguishment of the footpath was not necessary to enable the approved development to take place. As a result, the application under the Town and Country Planning Act 1990 would fail. The application is therefore to be considered und Section 118 of the Highways Act 1980 instead.

- 3.4 Section 118 of the Highways Act 1980 allows the Authority to promote a Public Path Extinguishment Order if it considers that a path is not needed for public use. Before such an Order is confirmed consideration must be given to the amount of use the footpath would receive if it remained open. These matters must be considered on basis that the footpath in question is open and available for use. In other words, any temporary obstructions must be disregarded.

4. Discussion

- 4.1 Any consideration of an application to extinguish a public right of way must be made as if the path were fully open and available for use. The fact that a path may be obstructed and impassable, as in this case, must be disregarded during the decision-making process.
- 4.2 Before the Authority can make a Public Path Extinguishment Order it must be satisfied that the path in question is not needed for public use. In this particular case Members of the Committee may consider that the Application Route is not needed because there are suitable, and possibly better, alternative routes provided by Cobbett Road and Attwood Road, both of which provide access to Cannock Road. This may be particularly the case when there are very few destinations where the Application Route would provide a more convenient or shorter route.
- 4.3 Members of the Committee may however consider that it is preferable to have a traffic free pedestrian route between Cobbett Road and Cannock Road, in which case the Application Route might be considered to be needed.
- 4.4 If members of the Committee are satisfied that the Application Route is not needed, an Order can be made, but it cannot be confirmed (come into effect) without first consideration being given to the likely use that Application Route would receive if it wasn't stopped up (under such circumstances all obstructions etc would have to be removed).
- 4.5 Given the location of the Application Route, it is likely that, if opened up it would be enclosed on both sides by high security fencing, without the benefit of street lighting, or any escape routes for users should they feel vulnerable or threatened. It would not necessarily be a pleasant path to use and it would not be unreasonable to conclude that it is unlikely that it would receive any substantial amount of use. This is especially so when both Attwood Road and Cobbett Road provide better, more open and in many instances more convenient alternative routes.
- 4.6 Whilst no local objections have been received, the Ramblers and the Peak and Northern Footpath Society have indicated that they would object if the requested Order were made. Both sets of objections are currently against the principle of closing footpaths. This might not be considered a valid objection because Parliament has specifically legislated to allow for the extinguishment of public rights of way subject to certain conditions being met. Other points raised relate to how, or whether, the legislative tests can be objectively considered when the footpath is obstructed. The legislative tests are somewhat subjective; however, they must be considered as if the path were open and available for use. There is no requirement for the path to be opened up. It should be further stressed that proposals of this nature must be considered on a case-by-case basis, and on the facts of that case. Agreeing to the closure of one footpath, does not set any future precedent for agreeing future applications.
- 4.7 It is the opinion of Officers that the legislative criteria of Section 118 of the Highways Act 1980 can be met in this particular case, and that an Order should be made. In the event of objections being received, and not subsequently withdrawn, the order should be referred to the Secretary of State with a request that it be confirmed.

4.8 In conclusion, whilst it is for Members of the Committee to make their own decision whether or not the legislative tests have been met, it would not be unreasonable to conclude that they have, and that the requested Order be made.

Alternative Options	<ol style="list-style-type: none"> 1 Refuse the Application and leave the footpath in its current location, which would mean the County Council having to undertake its statutory duties to ensure that the footpath is fully opened up and all obstructions etc removed (by enforcement action if necessary)
Consultation	<ol style="list-style-type: none"> 1 Pre-Order consultations have been undertaken in keeping with codes of practice on consultation. This includes consulting local user interest groups etc. Indications of objections were received from the Ramblers and the Peak & Northern Footpaths Society, both of which are generally opposed to the principle of footpath closures. The Peak & Northern Footpaths Society have since withdrawn their objection. 2 Staffordshire County Council, Burntwood Town Council and the Local Ward Members have been consulted. No objections have been received in response to this. 3 In addition to the above, an informal consultation notice has been put on site to consult the public. No objections have been received in response to this.
Financial Implications	<ol style="list-style-type: none"> 1. Subject to the Order being unopposed, no financial implications for the Council have been identified subject to the Order. Administrative and advertisement cost that will be incurred in the making of the Public Footpath Order will be met by the applicant. 2. In the event of the Order being opposed the Authority will be expected to defend the Order either at a local public inquiry, a hearing or using a written representation procedure. In each instance all parties are expected to pay their own costs.
Approved by Section 151 Officer	Yes
Legal Implications	<ol style="list-style-type: none"> 1. The Highways Act 1980 provides the Council with the powers to make Public Path Extinguishment Orders. 2. In the event of objections being duly lodged against the Order, the Authority has the option of abandoning the Order or referring it to the Secretary of State (via the Planning Inspectorate) for determination. 3. If the requested Order is successful, the public's right to use the route will be irrevocably lost.
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. N.A.

Equality, Diversity and Human Rights Implications	1. None identified
EIA logged by Equalities Officer	None
Crime & Safety Issues	1. Whilst not a matter that can be taken into account as part of the decision-making process, if the path were to be opened up it would be enclosed on both sides by high security fencing, without the benefit of street lighting, or any escape routes for users should they feel vulnerable or threatened. It would be a path of a nature which may attract anti-social behaviour.
Data assessment	N/A
Environmental Impact (including Climate Change and Biodiversity).	1. The legislation requires that consideration be given to the interests of agriculture, forestry and biodiversity. It would also be expedient to consider whether any land or property is served by the footpath. There are no matters arising from such considerations.
GDPR / Privacy Impact Assessment	1. Not applicable

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Footpath extinguishment process not followed correctly and being challenged.	Green	We have an agreed process which follows the relevant legislation and also legal advice if required	Green
B				
C				
D				
E				

	Background documents Appendix 1 - Proposed Extinguishment of Public Footpath No 15 (part) Burntwood Parish
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	Relevant web links
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REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY



Date: 13 Dec 2023
 Agenda Item:
 Contact Officer: James Johnson
 Tel Number: 01543 308040
 Email: james.johnson@lichfielddc.gov.uk
 Key Decision? YES/NO
 Local Ward N/A
 Members

Regulatory & Licensing Committee

1. Executive Summary

- 1.1 To advise the Committee of the planned review the Council’s Hackney Carriage and Private Hire Licensing Policy and to make related amendments based on feedback from consultees.

2. Recommendations

- 2.1 It is recommended that the committee approve the objectives and timeline for the review as set out in section 3.6.
- 2.2 That the Assistant Director of Operations, Regulation and Enforcement retains the ability to make minor variations to the policy in consultation with the Chair of the Regulatory and Licencing Committee.

3. Background

- 3.1 The Council’s Hackney Carriage and Private Hire Licensing Policy 2022 and related procedures guide the way in which we carry out the licensing functions in relation to taxis. It provides the overall framework against which licensing decisions will be made, and it sets out the conditions that drivers and operators are required to meet.
- 3.2 A meeting was held with licensed drivers and representatives of the National Union of Rail, Maritime and Transport Workers (RMT) on 3 Oct 23. Drivers provided feedback about several matters that they would like to see reviewed which form the basis of this recommendation.
- 3.3 Officers also believe that improvements could be made to the current policy to ensure that swift and proportionate action can be taken to keep the public safe when conditions are breached. This could be within open and transparent parameters set by the committee.
- 3.4 The revenue to the Council from the licensing of drivers, vehciles and operators is approximately £33,000 each year. All of this is invested in providing the licensing function, to facilitate the administration and processing of applications, compliance and enforcement activity, and related support functions. A concurrent review of fees and charges has been undertaken to ensure that all costs are being recovered. This will likely lead to an increase in overall revenue in order to provide greater capacity to undertake compliance and enforcement activity.

3.5 The review will therefore focus on the following key objectives:

- a. Age of vehicles. To consider increasing the age of vehicles that can be licensed.
- b. Electric vehicles. To consider levers that could be employed to increase the number of hybrid and electric vehicles. This could include discounted licences for electric vehicles.
- c. Wheelchair accessible vehicles. To consider levers that could be employed to increase the number of wheelchair accessible vehicles and measures to support disabled travellers. This could include discounted licences for wheelchair accessible vehicles.
- d. Hackney carriage fares. To consider changes to prescribed fares to take account of inflation and to ensure they remain comparable to those set by neighbouring councils.
- e. Enforcement. To consider moving away from a penalty point system towards a prescribed list of contraventions and the related sanctions that would be imposed by officers. Combined with greater compliance and enforcement activity, this would result in increased protection of the public.
- f. Accessibility. The current policy is very long and duplicated in many areas, which reduces the accessibility of the document. The review gives an opportunity to improve the readability and understanding of the requirements for all parties.

3.6 The review will follow the proposed timeline of:

- a. Agree formal review of policy 13 December 2023.
- b. Further engage with users, taxi drivers and operators informally to capture all relevant issues through online, face to face and written engagement.
- c. Produce a revised policy for consultation and undertake a formal consultation process with relevant stakeholders.
- d. Present revised policy for approval March 2024 to the committee.

Alternative Options	1. No change to current policy. This will fail to acknowledge concerns of drivers and mean the Council continues with a overly complex policy.
Consultation	1. Drivers and operators would be consulted as part of the review. 2. Taxi users will also be asked to advise of concerns. 3. Relevant stakeholders will also be identified and asked their views.
Financial Implications	1. No financial implications are expected as part of the review.
Approved by Section 151 Officer	Yes
Legal Implications	1. No legal implications are expected as part of the review. 2. This committee retains the ability to determine policy for Hackney Carriage and Private hire regulations as set out in Schedule 1 of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
Approved by Monitoring Officer	Yes

Contribution to the Delivery of the Strategic Plan	1. The licensing of taxi drivers and vehicles supports aims around enabling people, shaping places and developing prosperity.
Equality, Diversity and Human Rights Implications	1. It is anticipated that the review could lead to increased transport options for those with disabilities. 2. The EIA for the policy will be revised and updated once the review is undertaken.
EIA logged by Equalities Officer	No
Crime & Safety Issues	1. It is anticipated that the outcome of the review will lead to reduced crime and increased safety.
Data assessment	1. N/A
Environmental Impact (including Climate Change and Biodiversity).	1. It is anticipated that the review could lead to increased use of electric vehicles and therefore reduce harmful emissions and improve air quality.
GDPR / Privacy Impact Assessment	1. N/A

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Policy does not provide robust decision making framework	Yellow	Checking against legislation, case law, guidance and standards	Green
B	Adverse response to any changes	Yellow	Consultation prior to any key changes	Green
C	Results in policy that is unworkable	Yellow	Benchmarking against the policy of other Council's	Green
D				
E				

	Background documents Hackney Carriage and Private Hire Licensing Policy 2022
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	Relevant web links Statutory taxi and private hire vehicle standards - GOV.UK (www.gov.uk)
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SETTING OF FEES, CHARGES AND PENALTIES for 2024-2025



Date: 13 Dec 2023
 Agenda Item:
 Contact Officer: James Johnson
 Tel Number: 01543 308040
 Email: james.johnson@lichfielddc.gov.uk
 Key Decision? YES/NO (delete as appropriate)
 Local Ward N/A
 Members

REGULATORY & LICENSING COMMITTEE

1. Executive Summary

- 1.1 The Council’s Regulation & Enforcement Service imposes a wide range of fees, charges and penalties on people and businesses under a variety of circumstances. These should be reviewed periodically.
- 1.2 Officers have consolidated all fees, charges and penalties from across the Service. They have then been reviewed based on the actual cost to the Council, benchmarking against the amounts set by other local authorities, and the impact of inflation.
- 1.3 The proposed changes to fees and charges would see forecasted revenue increase by approximately £22,000 per year. 100% of this will be reinvested into the Service, particularly to increase compliance and enforcement activity, in order to better meet the licensing objectives, improve the level of service, facilitate a fair-trading environment, and to ultimately to protect the public.

2. Recommendations

- 2.1 The committee is recommended to approve the revised fees, charges and penalties outlined at Appendix 1 ready for them to come into force on 1 April 2024. These amounts are set by the Council.
- 2.2 The committee is recommended to note the revised fees, charges and penalties outlined at Appendix 2 ready for them to come into force on 1 April 2024. These amounts are set in law.
- 2.3 The committee is recommended to approve that the Chair and Assistant Director of Operations, Regulation & Enforcement confirm the fees for taxi vehicles and taxi operators following a period of statutory consultation, and to make minor amendments to other fees, charges and penalties to reflect future changes, particularly in legislation, where necessary.
- 2.4 The committee agree a delegation to the Assistant Director of Operations, Regulation and Enforcement to apply CPI increases annually for application on 1 April each year. Any amendment to fees, charges and penalties outside of CPI will be subject to committee review.

3. Background

- 3.1 Officers have consolidated all fees, charges and penalties imposed by the Regulation & Enforcement Service into one document. There are more than 200 that apply to our Licensing, Environmental Protection and Private Sector Housing, Food Safety and Health & Safety, and Planning Enforcement teams.

- 3.2 The last time a proportion of these fees, charges and penalties were set by committee was 2018. Some are believed to have not been reviewed for more than twenty years.
- 3.3 In terms of setting fees, charges and penalties, there are three types for members to note:
- a. Those where the Council is free to set the amount (Appendix 1).
 - b. Those where a range is set in law, within which the Council may determine the amount that will be set locally (Appendix 1).
 - c. Those where the amount is set in law. The Council has no discretion to deviate from this amount (Appendix 2).
- 3.4 All the fees, charges and penalties listed are exempt from VAT.
- 3.5 For some fees and charges, the law and/or guidance directs what the Council may seek to recover when setting the amount. For example, for some types of licence the Council is only permitted to recover the costs incurred in processing that individual licence, whereas for others the Council can incorporate the costs associated with monitoring compliance with the licence and taking action against those operating without a licence. Fees and charges have been set based on the premise of recovering all the costs that the Council is entitled to so that the function is not subsidised by the general taxpayer.
- 3.6 Key to setting these amounts has been calculating an accurate hourly rate for officers. This has been done based on salaries, national insurance and pension contributions, and overheads relating to providing office space etc. These rates will be used independently in a range of circumstances, such as calculating prosecution costs or recovering the costs involved in executing works in default of a notice. All Regulation & Enforcement officers have been placed into one of three groups:
- a. Administrators
 - b. Officers
 - c. Managers
- 3.7 Inflation has also been considered. For example, a fee of £400 set in 2003 would be £699.15 today. Our intent for the future is that all fees and charges will be reviewed annually and adjusted in line with the CPI where appropriate.
- 3.8 An extensive benchmarking project has been undertaken to consider the fees, charges and penalties set by all nine local authorities that share a border with Lichfield District Council. Although it is proposed that some increase considerably, they remain comparable to those set by other local authorities and are based on cost recovery calculations. For fees and charges that are proposed to increase by 50%, the range and median of the nine local authorities has been included in Appendix 1.
- 3.9 Some fees and charges have been reduced to better reflect the true costs involved whilst the majority have increased for the reasons outlined above.
- 3.10 Penalties exist as a punishment, a deterrent to others, and to divert cases away from the courts. Where a penalty may be set within a range prescribed in law, for example for criminal offences relating to fly tipping or litter, officers have proposed setting the maximum possible. Although this is expected to have some impact on payment rates, it is expected to increase the deterrent and reduce overall offending. Those that are not paid will proceed to prosecution, as they do currently, and the fixed penalty amount should be taken into account during sentencing decisions.
- 3.11 Fees and charges relating to taxi vehicles and taxi operators are subject to advertising and consultation. This will be done following the committee meeting, and it is requested that the Chair and Assistant Director for Operations, Regulation & Enforcement officers review responses out of committee to finalise these fees and charges so that they are ready to come into force on 1 Apr 24.
- 3.12 All revised fees, charges and penalties will be published online prior to them coming into force on 1 Apr 24.

- 3.13 There are proposed increases to fees and charges relating to taxis in order to recover costs and allow for greater compliance and enforcement activity. Whilst it is anticipated that some drivers will raise objections to this increase, the Council will concurrently consult on a range of changes to the Council's Taxi Policy which will include options to increase the age of vehicles that can be licensed.
- 3.14 In terms of licensing activity, if the number of licences remain the same, overall revenue is expected to increase by approximately £22,000. 100% of this additional revenue will be invested into the service, in administering and processing licences and undertaking related compliance and enforcement work, in order to improve outcomes.
- a. Taxi licensing: +£7,900
 - b. Animal activity licensing: +£3,100
 - c. Scrap metal licensing: +£600
 - d. Sex establishment licensing: no change
 - d. Special treatment registrations: +£200
 - e. HMO licensing: +£1,300
 - f. Street trading consents: +£8,700
 - g. Camping, caravan and mobile home licensing: Subject to further review due to the age and validity of some licences.

Alternative Options	<ol style="list-style-type: none"> The Council could maintain the current fees, charges and penalties although it is accepted that these do not reflect the true costs involved in many cases which has resulted in the Council unable to take sufficient compliance and enforcement activity.
Consultation	<ol style="list-style-type: none"> Only fees and charges relating to taxi vehicles and taxi operators are subject to advertising and consultation. This will be done following the committee meeting as outlined in 3.11.
Financial Implications	<ol style="list-style-type: none"> The activity to which the majority of fees and charges relate to are delivered on a cost recovery basis so that they are not subsidised by the general taxpayer. Penalties are imposed as a punishment and a deterrent to others and in many cases are offered as an alternative to prosecution. In the majority of cases, penalty revenue is required to be invested in the service to fund like activity. Although some fees and charges have reduced, the majority have increased and therefore overall revenue will increase. Where appropriate, any increased revenue will be reinvested into supporting enforcement activity to identify unlicensed operations and bring them into the regulatory framework.
Approved by Section 151 Officer	Yes
Legal Implications	<ol style="list-style-type: none"> Increasing fixed penalty amounts is expected to result in a small increase in people choosing instead to have the matter heard in court. This will increase the number of prosecutions, but not above a manageable amount. Fees and charges could be challenged via judicial review. However, the benchmarking exercise has demonstrated that the amounts are comparable to other Council's.

Approved by Monitoring Officer	Yes
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Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Effective setting of fees, charges and penalties supports the Council to be financially sound, and by bringing them before committee, transparent and accountable. 2. Many of the fees, charges and penalties relate to keeping Lichfield clean, green and safe, to preserve the characteristics of the District, and to enable people to live healthy lives.
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Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. EIA to be reviewed and updated.
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EIA logged by Equalities Officer	Yes
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Crime & Safety Issues	<ol style="list-style-type: none"> 1. Many of the fees, charges and penalties are relating to activity aimed at reducing crime and improving safety.
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Data assessment	<ol style="list-style-type: none"> 1. N/A
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Environmental Impact (including Climate Change and Biodiversity).	<ol style="list-style-type: none"> 1. Some of the fees, charges and penalties are relating to activity aimed at protecting the environment.
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GDPR / Privacy Impact Assessment	<ol style="list-style-type: none"> 1. N/A
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Increased charges mean reduction in applications	Yellow	Annual review of charges Benchmarking with neighbouring Council's	Green
B	Increased charges mean additional financial pressure for start-up or independent businesses	Yellow	Provide ED support grants to smooth fees	Green
C	Increased fixed penalty amounts result in fall in payment and unable to resource necessary prosecutions	Yellow	Annual review of fixed penalties Minimise time involved in building prosecution cases	Green
D				
E				

	Background documents
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	Relevant web links
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Fees, Charges and Penalties Review

Change in fee	
Decrease	
up to 10% increase	
Between than 11% - 20% increase	
Between than 21% - 50% increase	
More than 51% increase	This category includes results of benchmarking with 9 other neighbouring LAs, min-max and the median

Taxi Licensing

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments	Benchmarking
Driver licence new or renewal	£ 203.00	£ 216.00	£ 220.00	6%	149	£ 10,082.33	£ 10,728.00	3 year licence	
Taxi operator up to 5 vehicles (fee per vehicle)	£ 264.00	£ 369.00	£ 370.00	40%	19	£ 1,003.20	£ 1,402.20	5 year licence. Fee dependent on number of vehicles run through the operator	
Taxi operator 6 vehicles and over (fee per vehicle)	£ 200.00	£ 369.00	£ 370.00	85%	1	£ -	£ 73.80	5 year licence. Fee dependent on number of vehicles run through the operator	£175 - £979 Median £382
Vehicle - Hackney Carriage	£ 177.50	£ 204.00	£ 205.00	15%	101	£ 17,927.50	£ 20,604.00	1 year licence	
Vehicle - Private hire	£ 122.50	£ 204.00	£ 205.00	67%	26	£ 3,185.00	£ 5,304.00	1 year licence	£164 - £323 Median £230
Vehicle - Exceptional condition application		£ 32.00	£ 35.00		24	£ -	£ 768.00	New fee	
Vehicle - Plate/panel exemption	£ 137.50	£ 204.00	£ 205.00	48%	9	£ 1,237.50	£ 1,836.00		
Vehicle - transfer of licence to new vehicle		£ 50.00	£ 50.00		10	£ -	£ 500.00	New fee	
Taxi replacements (lost plate)	£ 25.00	£ 20.00	£ 20.00	-20%	1	£ 25.00	£ 20.00		
Taxi change of name etc	£ 15.00	£ 30.00	£ 30.00	100%	5	£ 75.00	£ 150.00		
						£ 33,535.53	£ 41,386.00		£ 7,850.47

Animal Activity Licensing

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments	Benchmarking
Boarding for cats and dogs (kennels) - application fee	£ 215.00	£ 364.00	£ 365.00	69%	15	£ 1,525.00	£ 2,520.00	All animal activity licences are for 1-3 years depending on star rating. All require 1 mid term inspection.	£160 - £451 Median £305
Boarding for cats and dogs (kennels) - grant licence	£ 90.00	£ 140.00	£ 140.00	56%					
Boarding for cats and dogs (kennels) - re-inspection	£ 95.00	£ 258.00	£ 260.00	172%			£ -		£80.03 - £215 Median £115
Boarding for dogs (home) - application fee	£ 215.00	£ 285.00	£ 285.00	33%	18	£ 1,770.00	£ 2,388.00		
Boarding for dogs (home) - grant licence	£ 80.00	£ 113.00	£ 115.00	41%					
Boarding for dogs (home) - re-inspection	£ 85.00	£ 140.00	£ 140.00	65%			£ -		£80.03 - £215 Median £114
Boarding for dogs (day care) - application fee	£ 215.00	£ 364.00	£ 365.00	69%	11	£ 1,081.67	£ 1,749.00		£160 - £423.13 Median £305
Boarding for dogs (day care) - grant fee	£ 80.00	£ 113.00	£ 115.00	41%					£80.03 - £215 Median £114
Boarding for dogs (day care) - re-inspection	£ 85.00	£ 258.00	£ 260.00	204%			£ -		
Breeding for dogs (up to 20) - application fee	£ 215.00	£ 497.00	£ 500.00	131%	0	£ -	£ -	Plus vet fee	£160 - £423.13 Median £305
Breeding for dogs (up to 20) - grant fee	£ 90.00	£ 140.00	£ 140.00	56%			£ -		£80.03 - £215 Median £114
Breeding for dogs (up to 20) - re-inspection	£ 95.00	£ 258.00	£ 260.00	172%			£ -	Plus vet fee	

Special Treatment Registration								
Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments
Special treatments - personal	£ 80.00	£ 88.00	£ 90.00	10%	14	£ 1,120.00	£ 1,232.00	One-off registration. A more comprehensive licensing regime is due to come in and these amounts will then need to be reviewed.
Special treatments - premises	£ 170.00	£ 187.00	£ 190.00	10%	6	£ 1,020.00	£ 1,122.00	
Special treatments - variation to licence	£ 20.00	£ 20.00	£ 20.00	0%	2	£ 40.00	£ 40.00	
						£ 2,180.00	£ 2,394.00	
								£ 214.00

Houses in Multiple Occupation Licensing

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments
Licence fee for all HMO properties	£ 565.00	£ 848.00	£ 850.00	50%	4	£ 2,260.00	£ 3,392.00	5 year licence
Plus cost per bedroom above 5	£ 55.00	£ 75.00	£ 75.00	36%		£ -	£ -	Capped at £5000
Licence fee - Renewal Fee	£ 565.00	£ 848.00	£ 850.00	50%		£ -	£ -	
HMO immigration inspection	£ 85.00	£ 212.00	£ 215.00	149%	1	£ 85.00	£ 212.00	
						£ 2,345.00	£ 3,604.00	
								£ 1,259.00

Camping, Caravan and Mobile Home Licensing

This regime requires review due to the age and validity of some licences

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments	Benchmarking
Residential site licence - 1 caravan	£ 245.00	£ 424.00	£ 425.00	73%		£ -	£ -		£231 - £633 Median £405
Residential site licence - 2 or more caravans	£ 475.00		£ -			£ -	£ -	Charge deleted	
Residential site licence - per caravan over 1		£ 27.00	£ 30.00			£ -	£ -	This replaces current tiered fees which go up to £1739.17 for 200 caravans	
Site inspection fee			£ -			£ -	£ -	Officer costs	
Fit and proper person test fee		£ 400.00	£ 400.00			£ -	£ -	New fee	
Fee to transfer licence	£ 300.00	£ 300.00	£ 300.00	0%		£ -	£ -		
Holiday caravan/touring/camp site	£ 250.00	£ 250.00	£ 250.00	0%		£ -	£ -		
						£ -	£ -		£ -

Street Trading Consents

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Current income	Potential future income	Comments
Annual street trading consent - application		£ 902.00	£ 905.00		6			
Annual street trading consent - grant	£ 1,881.00	£ 331.00	£ 335.00	-34%		£ 11,286.00	£ 7,398.00	
Roaming street trading - annual application	£ 1,881.00	£ 498.00	£ 500.00	-74%	1			
Roaming Street trading - annual grant		£ 129.00	£ 130.00			£ 1,881.00	£ 627.00	
Temporary street trading consent (food) - day one	£ 43.00	£ 57.00	£ 60.00	33%				
Temporary street trading consent (non-food) - day one	£ 43.00	£ 27.00	£ 30.00	-37%				
Temporary street trading consent - for subsequent days if booked at the same time within the same financial year	£ 22.00	£ 10.00	£ 10.00	-55%				
Special event trading consent - day one (food)	£ 21.00		£ -		400	£ 8,400.00	£ 22,800.00	Subsidy to end
Special event trading consent - for subsequent days if booked at the same time (food)	£ 13.00		£ -					Subsidy to end
Special event trading consent - day one (non-food)	£ 13.00		£ -		200	£ 2,600.00	£ 2,000.00	Subsidy to end
Special event trading consent - for subsequent days if booked at the same time (non-food)	£ 7.50		£ -					Subsidy to end
						£ 24,167.00	£ 32,825.00	
								£ 8,658.00

Fixed Penalties

Offence	Current penalty	Proposed new penalty	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we issue annually?	Income 22/23	Potential future income	Comments
Leaving litter	£ 150.00	£ 500.00	£ 500.00	233%				
Leaving litter - if paid within 10 days	£ 90.00	£ 250.00	£ 250.00	178%				

Fixed Penalties

Offence	Current penalty	Proposed new penalty	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we issue annually?	Income 22/23	Potential future income	Comments
Leaving litter	£ 150.00	£ 500.00	£ 500.00	233%				
Leaving litter - if paid within 10 days	£ 90.00	£ 250.00	£ 250.00	178%				
Graffiti and fly posting	£ 150.00	£ 500.00	£ 500.00	233%				
Graffiti and fly posting - if paid within 10 days	£ 90.00	£ 250.00	£ 250.00	178%				
Unauthorised deposit of waste	£ 400.00	£ 1,000.00	£ 1,000.00	150%				Fly tipping
Unauthorised deposit of waste - if paid within 10 days	£ 400.00	£ 500.00	£ 500.00	25%				Fly tipping
Failure to produce authority to transport waste	£ 300.00	£ 300.00	£ 300.00	0%				
Failure to produce authority to transport waste - if paid within 10 days	£ 180.00	£ 150.00	£ 150.00	-17%				
Failure to furnish waste transfer notes	£ 300.00	£ 300.00	£ 300.00	0%				
Failure to furnish waste transfer notes -if paid within 10 days	£ 180.00	£ 150.00	£ 150.00	-17%				
Failure to transfer household waste to an authorised person	£ 200.00	£ 600.00	£ 600.00	200%				
Failure to transfer household waste to an authorised person - if paid within 10 days	£ 200.00	£ 300.00	£ 300.00	50%				
Exposing vehicles for sale on a road	£ 100.00	£ 100.00	£ 100.00	0%				
Repairing vehicles on a road	£ 100.00	£ 100.00	£ 100.00	0%				
Smoking in smoke-free premises or vehicle	£ 50.00	£ 50.00	£ 50.00	0%				
Smoking in smoke-free premises or vehicle - if paid within 10 days	£ 30.00	£ 30.00	£ 30.00	0%				
Failure to display no smoking signs	£ 200.00	£ 200.00	£ 200.00	0%				
Failure to display no smoking signs - if paid within 15 days	£ 150.00	£ 150.00	£ 150.00	0%				
Failure to comply with a Public Spaces Protection Order	£ 100.00	£ 100.00	£ 100.00	0%				
Failure to comply with a Community Protection Notice	£ 100.00	£ 100.00	£ 100.00	0%				
Abandoning a vehicle	£ 200.00	£ 200.00	£ 200.00	0%				
Idling of a stationary vehicle engine	£ 20.00	£ 20.00	£ 20.00	0%				

Food Safety

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments
Food hygiene rating re-inspection	£ 175.00	£ 200.00	£ 200.00	14%	30	£ 5,250.00	£ 6,000.00	
						£ 5,250.00	£ 6,000.00	£ 750.00

Hypnotism Permitting

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments
Hypnotism permit		£ 106.00	£ 110.00		0			New fee

High Hedges

Item	Current fee	Proposed new fee	Proposed new fee rounded to nearest £5	Percentage increase/decrease	How many do we process annually?	Income 22/23	Potential future income	Comments
High hedge application fee	£ 400.00	£ 600.00	£ 600.00	50%				

Fees and Charges Set in Law

Personal Licence

Item	Current fee	Legislative basis
Personal Licence	£ 37.00	Licensing Act 2003
Personal Licence - copy of licence	£ 10.50	Licensing Act 2003
Personal Licence - change of name or address	£ 10.50	Licensing Act 2003

Premises Licence

Item	Current fee	Legislative basis
Premises Licence - main application Band A	£ 100.00	Licensing Act 2003
Premises Licence - Main application - band B	£ 190.00	Licensing Act 2003
Premises Licence - Main application - band C	£ 315.00	Licensing Act 2003
Premises Licence - Main application - band D	£ 450.00	Licensing Act 2003
Premises Licence - Main application - band E	£ 635.00	Licensing Act 2003
Premises Licence - Multiplier - band A	£ 900.00	Licensing Act 2003
Premises Licence - Multiplier - band B	£ 1,905.00	Licensing Act 2003
Premises Licence - Annual Charge - band A	£ 70.00	Licensing Act 2003
Premises Licence - Annual Charge - band B	£ 180.00	Licensing Act 2003
Premises Licence - Annual Charge - band C	£ 295.00	Licensing Act 2003
Premises Licence - Annual Charge - band D	£ 320.00	Licensing Act 2003
Premises Licence - Annual Charge - band E	£ 350.00	Licensing Act 2003
Premises Licence - Multiplier - band D	£ 640.00	Licensing Act 2003
Premises Licence - Multiplier - band E	£ 1,050.00	Licensing Act 2003
Premises Licence - Minor variation to premises licence	£ 89.00	Licensing Act 2003
Premises Licence - Notification of change of name or address licence holder	£ 10.50	Licensing Act 2003
Premises Licence - Vary DPS	£ 23.00	Licensing Act 2003
Premises Licence - Transfer premises licence	£ 23.00	Licensing Act 2003
Premises Licence - Interim authority notice	£ 23.00	Licensing Act 2003
Premises Licence - Provisional statement	£ 315.00	Licensing Act 2003
Premises Licence - Copy of licence	£ 10.50	Licensing Act 2003
Premises Licence - Change of name or alteration of club rules	£ 10.50	Licensing Act 2003
Premises Licence - Change of registered address of club	£ 10.50	Licensing Act 2003
Premises Licence - Variation of club licence	£ 71.40	Licensing Act 2003
Premises Licence - Notice of interest of any premises	£ 21.00	Licensing Act 2003

Temporary Event Notice

Item	Current fee	Legislative basis
Temporary Event Notice	£ 21.00	Licensing Act 2003
Temporary Event Notice - copy of TEN	£ 10.50	Licensing Act 2003

Pavement Licence

Item	Current fee	Legislative basis
Pavement licence - temporary licence	£ 100.00	The Business and Planning Act 2020

Gambling Permits

Item	Current fee	Legislative basis
Gambling permits - prize gaming permits	£ 300.00	The Gambling Act 2005
Gambling permits - Conversion of an existing Section 34 permit issued under the Gaming Act 1968 permit	£ 100.00	The Gambling Act 2005
Gambling permits - change of name	£ 25.00	The Gambling Act 2005
Gambling permits - copy of permit	£ 15.00	The Gambling Act 2005
Gambling permits - Unlicensed family entertainment centre (new)	£ 300.00	The Gambling Act 2005
Unlicensed family entertainment centre - Conversion of an existing Section 16 Lotteries and Amusements Act 1976 permit	£ 100.00	The Gambling Act 2005
Unlicensed family entertainment centre - renewal after 10 years	£ 300.00	The Gambling Act 2005
Unlicensed family entertainment centre - copy permit	£-	The Gambling Act 2005
Unlicensed family entertainment centre - change of name	£ 25.00	The Gambling Act 2005
Club Gaming Permit or Club Gaming - new permit	£ 200.00	The Gambling Act 2005
Club Gaming Permit or Club Gaming - annual fee	£-	The Gambling Act 2005
Club Gaming Permit or Club Gaming - variation fee	£-	The Gambling Act 2005
Club Gaming Permit or Club Gaming -copy of permit	£-	The Gambling Act 2005
Alcohol licensed premises gaming machine permit/notification - 2 machines or less	£ 50.00	The Gambling Act 2005
Alcohol licensed premises gaming machine permit/notification -2 machines or less - annual fee	£-	The Gambling Act 2005
Alcohol licensed premises gaming machine permit/notification - More than 2 machine	£ 150.00	The Gambling Act 2005
Alcohol licensed premises gaming machine permit/notification - More than 2 machines annual fee	£ 50.00	The Gambling Act 2005

Small Society Lotteries

Item	Current fee	Legislative basis
Small Society Lotteries - registration fee	£ 40.00	The Gambling Act 2005
Small Society Lotteries - renewal	£ 20.00	The Gambling Act 2005

Stray Dogs

Item	Current fee	Legislative basis
Stray dogs. Statutory fee.	£ 25.00	The Environmental Protection (Stray Dogs) Regulations 1992

Environmental Permits

Item	Current fee	Legislative basis
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - application	£ 3,363.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Additional fee for operating without a permit	£ 1,188.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Annual Subsistence - Low Risk	£ 1,343.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Annual Subsistence - Medium Risk	£ 1,507.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Annual Subsistence - High Risk	£ 2,230.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Late payment fee	£ 52.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Substantial Variation	£ 3,363.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Variation	£ 1,368.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Transfer	£ 235.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Partial transfer	£ 698.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - IPPC (Part A2 Installations and SWIPS) - Surrender	£ 698.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Application fee - standard	£ 1,650.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Additional fee for operating without a permit	£ 1,188.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Reduced fee activities	£ 155.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - PVR I and II combined	£ 257.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Vehicle refinishers	£ 362.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Additional fee for operating without a permit	£ 71.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Mobile screening and crushing plant - application	£ 1,650.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - 3rd to 7th Application	£ 985.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - 8th and subsequent applications	£ 498.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Additional fee for operating without a permit	£ 1,188.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Industrial Plant LAPC and LAPPC Part 1 - Combined Part B & Waste for any of the above	£ 279.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges - Standard process - low risk	£ 772.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges -Standard process - medium risk	£ 1,161.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges - Standard process - high risk	£ 1,747.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges - Reduced fee activities - low risk	£ 79.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges -Reduced fee activities- medium risk	£ 158.00	Environmental Permitting (England and Wales Regulations) 2016
Environmental permitting - Annual Subsistence Charges -Reduced fee activities - high risk	£ 237.00	Environmental Permitting (England and Wales Regulations) 2016
Petrol Vapour Recovery I & II combined - low risk - PVR I & II combined - LOW RISK	£ 113.00	Environmental Permitting (England and Wales Regulations) 2016
Petrol Vapour Recovery I & II combined - medium risk - PVR I & II combined - MEDIUM RISK	£ 226.00	Environmental Permitting (England and Wales Regulations) 2016
Petrol Vapour Recovery I & II combined - high risk - PVR I & II combined - HIGH RISK	£ 341.00	Environmental Permitting (England and Wales Regulations) 2016

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REGULATORY & LICENSING COMMITTEE WORK PROGRAMME FOR 2023/24

Item	20 June 2023	25 September 2023	13 December 2023	22 February 2024	Comments
Presentation on the functions delivered by Regulation and Enforcement	✓				
Introduction of a Fly Posting and Unauthorised Highway Advertising Policy	✓				
Footpath Diversion No. 42 (part) – Fradley & Streethay	✓				Application received from Mr Will Baggott, Barratt, West Midlands for the diversion of public footpath No. 42 (part) in the Parish of Fradley and Streethay.
Footpath No.43 (part) in the Parish of Fradley & Streethay	✓				Application from Fradley Residential LLP, for the proposed diversion of Public Footpath No. 43 (part) in the Parish of Fradley and Streethay.
Extension of and amendments to the Public Spaces Protection Order for dog control		✓			The Council's current dog related Public Space Protection Order (PSPO) is due for review, with any decision on renewal or amendment to the PSPO having to be completed by August 2024, which is when the current PSPO expires.
Polling Places Review		✓			Due to the Parliamentary By-election in Tamworth currently underway and the potential for a UK Parliamentary general election to take place in 2024, it seems sensible that the review is undertaken no earlier than June 2024. However, issues highlighted in the last election in May 2023 are advised to ensure any issues are addressed in time for the Police and Fire Commissioner Elections in May 2024, initial notifications for which are sent out in late October.
Adoption of revised conditions for pavement licences		✓			This has become necessary as the current regime brought in during the pandemic has not been replaced as intended, but extended and new licences now need to be applied for
Revised Street Trading Policy					
Revised Taxi Licensing Policy			✓		
Setting of Regulation and Enforcement fees, charges			✓		

REGULATORY & LICENSING COMMITTEE WORK PROGRAMME FOR 2023/24

and fixed penalty amounts for 2024-25					
Food Safety Delivery Plan 2024-25				✓	
Review of the delivery of the monitoring of private water supplies					