



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

WEDNESDAY 6TH DECEMBER 2023, AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

SUPPLEMENTARY DOCUMENTATION 1

9. **Recommendation from the Licensing Committee (Pages 3 - 64)**

Due to the length of the report that was considered by the Licensing Committee on 13th November 2023, only the recommendation from the Committee was included in the main agenda pack for this Council meeting. The full-length report appears in this supplementary pack.

13c **Medium Term Financial Plan - Tranche 1 Budget Update including Fees and Charges (Pages 65 - 128)**

Due to the length of this report, only the covering report was included in the main agenda pack for this Council meeting. The full-length report appears in this supplementary pack.

S. Hanley
Acting Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

28th November 2023

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LICENSING ACT 2003

REVIEW OF STATEMENT OF LICENSING POLICY

Relevant Portfolio Holder	Councillor C B Taylor
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Council’s current Statement of Licensing Policy under the Licensing Act 2003 took effect on the 1st April 2019.
- 1.2 In accordance with the provisions of the Act, the Council is required to determine and publish a Statement of Licensing Policy at least every five years. A new Statement of Principles must therefore be published by 1st April 2024.
- 1.3 The Licensing Committee have previously approved a draft revised Statement of Licensing Policy for the purpose of consultation with relevant parties and the results of that consultation exercise are now being reported back to Members.

2. RECOMMENDATIONS

- 2.1 **Members are asked to RESOLVE;**

To recommend to Council that the revised Statement of Licensing Policy shown at Appendix 3 be approved and published to take effect on 1st April 2024.

3. KEY ISSUES

Financial Implications

- 3.1 The costs of carrying out the consultation exercise were met from existing budgets held by Worcestershire Regulatory Services.

Legal Implications

- 3.2 The Council has a statutory duty to have a Statement of Licensing Policy. It is important that the Statement of Licensing Policy provides an open and transparent policy regarding the Council's functions under the Licensing Act 2003. The Statement of Licensing Policy forms an essential part of the decision making process for licensing applications.
- 3.3 The Act also requires that the Statement of Licensing Policy should be kept under review and must be re-published at least every five years.
- 3.4 When revising its Statement of Licensing Policy, the Council is required to consult with:-
- the chief officer of police for the authority's area;
 - the fire and rescue authority for that area;
 - each local authority in England whose public health functions within the meaning of the National Health Service Act 2006 are exercisable in respect of an area any part of which is in the licensing authority's area;
 - such persons as the licensing authority considers to be representative of holders of premises licences issued by that authority;
 - such persons as the licensing authority considers to be representative of holders of club premises certificates issued by that authority;
 - such persons as the licensing authority considers to be representative of holders of personal licences issued by that authority; and
 - such other persons as the licensing authority considers to be representative of businesses and residents in its area.

Service / Operational Implications

- 3.5 Bromsgrove District Council's existing Statement of Licensing Policy was published with effect from 1st April 2019.
- 3.6 Section 5 of the Licensing Act 2003 requires licensing authorities to review Statements of Licensing Policy every five years, and therefore a reviewed Statement of Licensing Policy must be approved by Council and published before 1st April 2024.
- 3.7 On 7th August 2023, the Licensing Committee approved a draft revised Statement of Licensing Policy for the purpose of consultation with relevant parties.

LICENSING COMMITTEE

13th November 2023

- 3.8 The draft revised policy remains based on the same template as the existing policy, which all of the Statements of Licensing Policy across Worcestershire are now based upon.
- 3.9 The draft revised policy contained a number of amendments and additional sections that have been made to the document to reflect changes to legislation and guidance that have taken effect since the last Statement of Licensing Policy took effect on 1st April 2019.
- 3.10 The changes that have been made were shown by way of “track changes” within the document and the main changes are also summarised in a table shown at **Appendix 1**.
- 3.11 Consultation on the revised draft Statement of Principles was undertaken with all relevant parties including:
- The Chief Officer of West Mercia Police
 - Hereford and Worcester Fire and Rescue Services
 - Worcestershire County Council (Public Health)
 - All other responsible authorities identified under the Act
 - Relevant Trade Associations
 - Parish Councils
 - The general public
- 3.12 The consultation was undertaken via an online survey that was made available via the Council’s website and publicised via social media. A link to the survey was also sent to relevant stakeholders. The consultation survey was open for completion between DATE and DATE.
- 3.13 There have been just two responses to the consultation survey from a Parish Councillor and a consultee responding on behalf of the Chief Officer of West Mercia Police. The answers provided by the respondents can be seen at **Appendix 2**.
- 3.14 The consultee on behalf of the Chief Officer of Police is supportive of all of the proposed amendments to the Statement of Policy document and does not believe any further revisions are required.
- 3.15 The Parish Councillor is supportive of the proposed amendments to the Statement of Policy document but has made a number of comments including a suggestion that the Council should make a further change to the document to say that noise issues reported to local authorities should be followed up and actioned where appropriate.

3.16 Officers believe that the Statement of Licensing Policy already addresses this issue in paragraphs 6.28 to 6.34 (Prevention of public nuisance), paragraphs 11.1 to 11.14 (Reviews) and paragraphs 17.1 to 17.7 (Enforcement and complaints). On that basis, officers do not believe that the comments from the Parish Councillor require any further amendment to be made to the revised Statement of Licensing Policy document.

3.17 However, during the consultation period, officers noticed that a further minor change was required to the text of the draft Statement of Licensing Policy at paragraph 6.37. The change has been highlighted using “track changes” in the draft version of the Statement of Licensing Policy shown at **Appendix 3**.

3.18 This change is necessary to reflect the fact that the UK has left the European Union and to make clear that photocard driving licences issued in both the UK and European Union are acceptable forms of proof of age.

3.19 Members are asked to consider the responses received during the consultation and resolve to recommend to Council that the revised Statement of Licensing Policy at **Appendix 3** be approved and published to take effect on 1st April 2024.

4. RISK MANAGEMENT

4.1 Failing to prepare and publish a new Statement of Licensing Policy before 1st April 2024 would leave the Council in a position where it was failing to comply with its duties as a licensing authority under the provisions of the Licensing Act 2003.

5. APPENDICES

Appendix 1 - Summary of proposed amendments

Appendix 2 - Responses to consultation survey

Appendix 3 - Draft Revised Statement of Licensing Policy

AUTHOR OF REPORT

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Summary of Amendments Made in Draft Revised Statement of Licensing Policy

Section Heading	Paragraph	Description of amendment	Reason for amendment
Table of contents and throughout document	Various	Changes to section, paragraph and page numbers	Required as a result of additional paragraphs and sections being added to the draft revised Statement of Licensing Policy
Introduction	1.3	Population estimate revised	To reflect latest data from 2021 census
Introduction	1.6	Amended wording relating to Council's vision	To reflect the vision set out in the current Council Plan
Front Cover and Purpose of the Statement of Licensing Policy	4.7	Dates changed	To reflect when the revised Statement of Licensing Policy will take effect and when it will need to be revised next.
Applications for Premises Licences and Club Premises Certificates	6.20	Insertion of paragraph making particular reference to the safety of women and girls, including encouragement to implement schemes such as "Ask for Angela." Also encourages staff training on drink spiking awareness and implementation of other measures to tackle drink spiking where appropriate.	To prevent crime and disorder and promote public safety by encouraging operators of licensed premises to do all that they can to ensure women and girls feel safe on a night out and to tackle the issue of drink spiking.
Applications for Premises Licences and Club Premises Certificates	6.21	Insertion of paragraph making reference to provision of bleed control kits in licensed premises	To promote public safety by encouraging operators of licensed premises to acquire a bleed control kit that is kept on their premises and that staff are provided training on how to use the kit.

Section Heading	Paragraph	Description of amendment	Reason for amendment
Applications for Premises Licences and Club Premises Certificates	6.22	Insertion of paragraph making reference to the conduct of risk assessments to consider the need for the provision of hand-held metal detectors (knife wands)	To prevent crime and disorder and promote public safety by encouraging operators of licensed premises to conduct a risk assessment to consider the need for the provision and use of hand-held metal detectors, sometimes referred to as “knife wands” to deter and prevent people from carrying knives and other weapons into their premises.
Applications for Premises Licences and Club Premises Certificates	6.27	Insertion of paragraph to encourage licence holders to have in place staff trained in first aid.	To promote public safety by encouraging licence holders to have staff in place that can deliver first aid to those visiting or working in the licensed premises.
Applications for Premises Licences and Club Premises Certificates	6.38	Insertion of reference to alcohol delivery services and age-verification procedures	To protect children from harm by making clear that the licensing authority expects those that offer alcohol delivery services to have in place robust age-verification procedures at both the point of sale and the point of delivery to ensure that alcohol is not purchased by, or delivered to, children.
Terrorism (Protection of Premises) Bill / Martyn’s Law	10.1 – 10.6	Insertion of section to provide information regarding upcoming legislation called the Terrorism (Protection of Premises) Bill and commonly referred to as “Martyn’s Law.”	To provide information to licence holders on upcoming legislation that aims to keep people safe, enhance national security and reduce the risk to the public from terrorism by the protection of public venues.

Section Heading	Paragraph	Description of amendment	Reason for amendment
Reviews	11.8	To include County, District and Parish Councillors in the list of examples of persons that might apply for the review of a premises licence.	To highlight that locally elected Councillors can make applications for the review of premises licences.
Equalities	19.1 – 19.6	Section rewritten and expanded to include reference to the public sector equality duty and confirm that the licensing authority will have regard to this when determining individual applications for authorisations. Also now encourages applicants and licence holders to consider access and facilities for customers with protected characteristics in the design and layout of their premises. Also now signposts the website of the Equality Advisory Support Service (EASS)	In order to provide information to applicants, licence holders and the general public on how the Council will seek to fulfil their duties under the Equality Act 2010 and in order to try and help others to fulfil their own such duties.
Relationship with Planning	21.4 – 21.6	Additional paragraphs inserted making reference to the “agent of change” principle. This is the expectation in the National Planning Policy Framework that new development can be integrated effectively with existing businesses and community facilities (such as places of worship, pubs, music venues and sports clubs).	To provide information regarding this principle to applicants, licence holders and the general public.

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Responses to Consultation Survey Questions

Do you agree with the proposed changes being made to section six of the draft revised Statement of Licensing Policy relating to “Applications for Premises Licences and Club Premises Certificates”?	
Respondent 1	Yes
Respondent 2	Yes
Please provide an explanation and reasons for the answer you have given	
Respondent 1	I believe that the local residents and parish council should be involved and any issues they have should be taken into account
Respondent 2	Knife Crime is relatively low within West Mercia but when there is a serious knife based crime it can have drastic consequences. The night-time economy are at higher risk so the proposed changes support this agenda and that of the protect duty.

Do you agree with the inclusion proposed new section of the draft revised Statement of Licensing Policy relating to the Terrorism (Protection of Premises) Bill, also known as Martyn’s Law?	
Respondent 1	Yes
Respondent 2	Yes
Please provide an explanation and reasons for the answer you have given	
Respondent 1	All public areas and licensed premises should be covered
Respondent 2	As above

Agenda Item 9

APPENDIX 2

Do you agree with the changes being proposed to section 19 of the draft revised Statement of Licensing Policy relating to “Equalities”?	
Respondent 1	Yes
Respondent 2	Yes
Please provide an explanation and reasons for the answer you have given	
Respondent 1	No response
Respondent 2	No response

Do you agree with the changes being proposed to section 21 of the draft revised Statement of Licensing Policy relating to the “Relationship with Planning”?	
Respondent 1	Yes
Respondent 2	Yes
Please provide an explanation and reasons for the answer you have given	
Respondent 1	All proposed work should be reviewed by planning
Respondent 2	No response

Do you think the Council should make any other changes or add anything further to its draft revised Statement of Licensing Policy?	
Respondent 1	YES
Respondent 2	NO
If answering YES, what changes or additions would you suggest the Council should make?	
Respondent 1	Noise issues reported to local authorities should be followed up and actioned when appropriate
Respondent 2	No response

If you have any other comments to make in connection with this consultation, you can enter them here:	
Respondent 1	No response
Respondent 2	No response

In what capacity are you responding to this consultation?	
Respondent 1	Parish Councillor
Respondent 2	Consultee on behalf of Chief Officer of West Mercia Police

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Bromsgrove
District Council

www.bromsgrove.gov.uk

DRAFT

STATEMENT OF LICENSING POLICY

~~2019 – 2024~~

2024 - 2029

Bromsgrove District Council

Parkside
Market Street
Bromsgrove
Worcestershire
B61 8DA

www.bromsgrove.gov.uk

Revised for the five-year period from 1st April ~~2019~~ 2024

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1.0 Introduction

- 1.1 Bromsgrove District Council (the Council) is a licensing authority under the Licensing Act 2003 and therefore has responsibilities for the administration and enforcement of the Act within the District.
- 1.2 These include, among other duties, the granting of premises licences, club premises certificates, temporary events notices and personal licences in the District in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late night refreshment.
- 1.3 Bromsgrove District is one of three Local Authorities in the north of Worcestershire and has a population of approximately ~~95,750~~ 99,200 and is mainly rural in character (90% of the area is classed as green belt), and has a total area of 83.9 square miles.
- 1.4 The principal town in the district is Bromsgrove with three other significant towns, namely Rubery, Wythall and Hagley, which are then surrounded by numerous villages, each with their own individual character.
- 1.5 Due to its central location in the UK, the district has excellent transport links by road and rail and has a thriving local economy in which premises licensed for sale of alcohol play a prominent part.
- 1.6 Bromsgrove District Council's overall vision is to ~~"work together to build a district where people are proud to live and work through community leadership and excellent services."~~ "enrich the lives and aspirations of all our residents, businesses and visitors through the provision of high-quality services, ensuring that all in need receive appropriate help and support." This policy statement accords with our vision and the Council's strategic purposes as described in the Council Plan.

2.0 Licensing Objectives and Aims

2.1 The Licensing Act 2003 provides a clear focus on the promotion of four key licensing objectives. As a licensing authority Bromsgrove District Council will always seek to carry out its licensing functions with a view to promoting these four objectives.

The licensing objectives are:

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

2.2 Each objective is of equal importance. There are no other statutory licensing objectives, so the promotion of the four objectives is the paramount consideration at all times.

2.3 However, the licensing authority recognises that the legislation also supports a number of other key aims and purposes. It is recognised that these are also vitally important and should be aims for everyone involved in licensing work.

They include:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- Giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

3.0 Scope of the Licensing Authority's Functions

3.1 As a licensing authority the Council is responsible for the authorisation of 'licensable activities'. The licensable activities that are required to be authorised under the Act are as follows:

- The sale by retail of alcohol,
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- the provision of regulated entertainment, and
- the provision of late night refreshment

3.2 The licensing authority is responsible for four different types of authorisation or permission, as follows:

- Premises licence – to use premises for licensable activities.
- Club premises certificate – to allow a qualifying club to use premises for qualifying club activities.
- Temporary event notice – to carry out licensable activities on a temporary basis for an event.
- Personal licence – to allow a person to sell or authorise the sale of alcohol from premises in respect of which there is a premises licence.

4.0 Purpose of the Statement of Licensing Policy

- 4.1 This statement of policy has been prepared and updated in accordance with the latest amended provisions of the 2003 Act and the latest revised guidance issued under section 182 of the Act. The statement sets out the principles the licensing authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.
- 4.2 The main purpose of this policy is to provide clarity to applicants, responsible authorities and other persons on how the licensing authority will determine applications for the supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment and also to provide a basis for all licensing decisions taken by the licensing authority. It will also inform elected Members of the parameters within which licensing decisions can be made.
- 4.3 This policy sets out the process the licensing authority will adopt in dealing with licence applications with particular regard to the various types of premises and permissions and the various conditions that can be attached to licences if relevant representations are made. It also highlights the Council's undertaking to avoid duplication with other statutory provisions and its commitment to work in partnership with other enforcement agencies.
- 4.4 When carrying out its licensing functions the Council will always have regard to this statement of policy and the Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.
- 4.5 The licensing authority may depart from this policy or the Guidance if the individual circumstances of any case merit such a decision in the interests of promoting the four licensing objectives. Whenever the licensing authority takes a decision to depart from this policy or the Guidance, clear reasons will be given.
- 4.6 The Licensing Authority has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it can to prevent Crime and Disorder in the District.
- 4.7 The statement of policy took effect on 1st April ~~2019~~ 2024 and will be kept under review. A revised statement of policy will be published before 1st April ~~2024~~ 2029.

5.0 General Principles

- 5.1 Every application received by the licensing authority will be considered on its own individual merits.
- 5.2 If an application for a premises licence or club premises certificate has been made lawfully and there have been no representations from responsible authorities or other persons, the licensing authority must grant the application, subject only to conditions that are consistent with the operating schedule and any relevant mandatory conditions.
- 5.3 The licensing authority will aim to carry out its licensing functions in a way that promotes tourism, increases leisure and culture provision and encourages economic development within the District.
- 5.4 However the licensing authority will also always try and balance the needs of the wider community, local community and commercial premises, against the needs of those whose quality of life may be adversely affected by the carrying on of licensable activities, particularly within residential areas.
- 5.5 In particular the licensing authority will attempt to control any potential negative impacts from the carrying on of licensable activities, such as increased crime and disorder, anti-social behaviour, noise, nuisance, risks to public safety and harm to children.
- 5.6 The licensing authority's aim is to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.
- 5.7 The licensing authority acknowledges that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the authorisation concerned. As a matter of policy, however, the licensing authority expects every holder of an authorisation to take all reasonable steps to minimise the impact of their activities and anti-social behaviour by their patrons within the immediate surroundings of their premises.
- 5.8 "Need" concerns the commercial demand for another pub, restaurant or hotel and is a matter for the planning authority and for the market. Need is not a matter that the licensing authority can consider in carrying out its licensing functions.

6.0 Applications for Premises Licences and Club Premises Certificates

6.1 The relevant application forms and associated documents can be obtained from the licensing authority's website or from licensing officers during normal office hours.

6.2 Along with the application form, applicants must also submit an operating schedule and plans of the premises to which the application relates. The licensing authority would like any plans submitted to be drawn to a recognised scale, i.e. 1:50 or 1:100, or 1:150, or 1:200. The plans should also be clear and legible in all material respects, i.e. they must be accessible and provides sufficient detail for the licensing authority to be able to determine the application, including the relative size of any features relevant to the application. This should include details of any passive or active fire safety measures including location of smoke detectors, call points, other fire alarm equipment, fire extinguishers, emergency lights and fire exits. The licensing authority does not require plans to be professionally drawn as long as they clearly show all the prescribed information.

6.3 Through their operating schedule, applicants will be expected to demonstrate the positive steps that they will take to promote the four licensing objectives.

Operating Schedules

6.4 The operating schedule is a key document and, if prepared comprehensively, will form the basis on which premises can be licensed without the need for additional extensive conditions. All applicants for the grant or variation of a premises licence or club premises certificate are required to provide an operating schedule as part of their application. The licensing authority expects an operating schedule to indicate the positive steps that the applicant proposes to take to promote the licensing objectives.

6.5 In completing an operating schedule, applicants are expected to have regard to this statement of licensing policy and to demonstrate suitable knowledge of their local area when describing the steps that they propose to take in order to promote the licensing objectives.

6.6 The licensing authority will provide general advice on the drafting of operating schedules and applicants are strongly recommended to discuss their operating schedules with the licensing authority and other responsible authorities prior to submitting them.

6.7 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For premises such as a public house where regulated entertainment is not provided, only a relatively simple document may be required. However for an operating schedule accompanying an application for a major entertainment venue or event, it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail.

6.8 The operating schedule must be set out on the prescribed form and include a statement of the following:-

- Full details of the licensable activities to be carried on at and the intended use of the premises;

- The times during which the licensable activities will take place;
- Any other times when the premises are to be open to the public;
- Where the licence is only required for a limited period, that period;
- Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor;
- Whether alcohol will be supplied for consumption on or off the premises or both;
- The steps which the applicant proposes to promote the licensing objectives.

6.9 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

Guidance on Completing an Operating Schedule

6.10 The following guidance is intended to assist applicants by setting out considerations that they should have in mind when drawing up their operating schedules. The guidance is designed to alert applicants to any matters that responsible authorities are likely to consider when deciding whether to make representations on an application or whether to call for a review.

(a) Prevention of Crime and Disorder

6.11 Licensed premises, especially those offering late night/early morning entertainment, alcohol and refreshment for large numbers of people, can sometimes be a source of crime and disorder problems.

6.12 The licensing authority will expect operating schedules, where appropriate, to satisfactorily address these issues from the design of the premises through to the daily operation of the business.

6.13 The licensing authority will normally look to the police as the main source of advice on crime and disorder and therefore applicants are recommended to seek advice from West Mercia Police in relation to what steps they can take to promote the prevention of crime and disorder.

6.14 In addition when planning and preparing operating schedules applicants are advised to take into account local planning and transport policies, tourism and cultural policies, as well as crime and disorder reduction strategies as appropriate.

6.15 In addition to the requirements for the licensing authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1988 to do all it can to prevent crime and disorder in the District.

- 6.16 When considering all licence applications the licensing authority will take into account the measures proposed to deal with the potential for, and the prevention of, crime and disorder having regard to all circumstances of the application. Applicants should include information on these issues within the operating schedule for the premises.
- 6.17 In particular, the licensing authority will consider the actions, which are appropriate for the premises that the applicant has taken, or is proposing to take with regard to the following:
- i) the ability of the person in charge of the premises to monitor the premises at all times that it is open; although this does not mean that the designated premises supervisor has to be present at all times.
 - ii) the training given to staff regarding crime prevention measures for the premises;
 - iii) physical security features installed in the premises (e.g. position of cash registers, CCTV, toughened drinking glasses etc.);
 - iv) management attitudes (e.g. responsible pricing promotions, willingness to stagger trading, willingness to limit sales of bottles or canned alcohol for immediate consumption and preventing the sale of alcohol to people who are drunk);
 - v) any other measure as may be appropriate (e.g. participation in local Pubwatch and/or Shopwatch schemes or 'Behave or be Banned' schemes (BOBS), restrictions on 'happy hours', music wind-down policies);
 - vi) the measures employed to prevent the consumption or supply of illegal drugs, including any search procedures and entry policies;
 - vii) where the premises are subject to age restrictions, the procedures in place to conduct age verification checks;
 - viii) the likelihood of any violence, public order or policing problems if the licence is granted.
 - ix) the employment of door safety staff licensed by the Security Industries Association (SIA)
- 6.18 Applicants for late night entertainment and alcohol premises should show that they can comply with the Home Office Guidance 'Safer Clubbing' in relation to the control of illegal drugs on their premises. They should agree a protocol with the licensing authority and West Mercia Police on the handling of illegal drugs found on their premises.
- 6.19 The licensing authority in setting its policies and practices considering applications for licensed premises will have due regard to the current Crime and Disorder Strategy for the Area. Regard will be had to the relatively low crime levels in the area and any disproportionate effects likely to be perceived by residents and members of the public due to nuisance, anti-social behaviour and disorder arising or likely to arise as the result of granting a licence.
- 6.20 The licensing authority expects those that operate licensed premises to do all that they can to ensure all people, particularly women and girls, feel safe on a night out. Therefore, we would encourage licence holders to implement schemes such as "Ask for Angela" and to promote such schemes to both staff and customers. We would also encourage licence holders to ensure staff receive awareness training in relation to drink-spiking and that other measures to tackle drink-spiking are taken where appropriate.

6.21 Whilst knife crime in licensed premises is thankfully very rare, the consequences of a stab wound can be potentially catastrophic, even fatal. A bleed control kit contains equipment such as tourniquets, bandages and gels which could prevent people from bleeding to death while waiting for paramedics to arrive. The licensing authority would strongly encourage every licence holder to acquire a bleed control kit that is kept on their premises and that staff are provided training on how to use the kit.

6.22 The licensing authority would also encourage licence holders to conduct a risk assessment to consider the need for the provision and use of hand-held metal detectors, sometimes referred to as “knife wands” to deter and prevent people from carrying knives and other weapons into their premises.

(b) Public Safety

6.23 The Licensing Act 2003 covers a wide range of premises that require licensing including cinemas, nightclubs, public houses, village and community halls, schools, cafes, restaurants and fast food outlets/takeaways. Each of these types of premises present a mixture of risks, some of which may be common to most premises whilst others will be unique to specific operations. Risk assessments must reflect the local nature of risks applying to each event and or venue.

The licensing authority will expect operating schedules, where appropriate, to satisfactorily address these public safety issues. Applicants are encouraged to seek advice from licensing authority officers and the Fire Safety Section of Hereford and Worcester Fire and Rescue Service.

6.24 Where an inspection is required for premises the licensing authority will try where possible to reduce inconvenience, confusion and inconsistency by co-ordinating inspections and visits with the fire authority, police, building control and environmental health officers, as appropriate.

6.25 The identification of a safe capacity limit for premises ensures that persons can be evacuated safely from premises in cases of emergency and may be one means of promoting the Act's public safety objective. The design and layout of premises are important factors when determining a safe occupant capacity. Other factors that may influence safe occupancy limits and may need to be considered when assessing the appropriate capacity for premises or events include:

- the nature of the premises or event
- the nature of the licensable activities being provided
- the provision or removal of such items as temporary structures, such as a stage, or furniture
- the number of staff available to supervise customers both ordinarily and in the event of an emergency
- the age spectrum of the customers
- the attendance by customers with disabilities, or whose first language is not English
- availability of suitable and sufficient sanitary facilities
- nature and provision of facilities for ventilation

6.26 The licensing authority encourages applicants for premises licences to seek advice regarding safe occupancy levels from the Fire Safety Section of Hereford and Worcester Fire and Rescue Service. Where the licensing authority's discretion has been engaged following receipt of a relevant representation and it believes it is

appropriate for reasons of public safety to impose a condition identifying an occupancy limit, the licensing authority will not normally seek to impose an occupancy limit different to that identified by the Fire Authority if this differs from the figure set in the applicant's Fire Risk Assessment.

- 6.27 The licensing authority encourages licence holders to ensure that they have sufficient members of staff in place that have undertaken appropriate levels of training in delivering first aid.

(c) Prevention of Public Nuisance

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

6.29 The licensing authority is keen to protect the amenity of residents and businesses within the area surrounding a licensed premise that are affected by the carrying on of licensable activities at that premise.

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

6.31 When considering all licence applications, the licensing authority will take into account the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application.

6.32 In particular the licensing authority will consider the action that is appropriate for the premises that the applicant has taken or is proposing with regard to the following:

- i) prevention of noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;
- ii) The structural suitability of the premises to provide the licensable activities sought including for example matters such as whether the premises benefits from double glazing and lobbied doors.
- iii) preventing disturbance by customers arriving at or leaving the premises, particularly between 11.00 pm and 7.00 am;
- iv) preventing queuing by pedestrians or vehicular traffic, or if some queuing is inevitable then ensuring the queues are diverted away from neighbouring premises, or are otherwise managed, to prevent disturbance or obstruction;
- v) ensuring staff leave the premises quietly;
- vi) arrangements for parking by patrons and staff, and the effect of the parking on local residents;
- vii) provision for public transport (including taxis and private hire vehicles) for patrons;
- viii) whether licensed taxis or private hire vehicles are likely to disturb local residents;
- ix) whether routes to and from the premises on foot, by car or other services pass residential premises;

- x) the installation of any special measures where licensed premises are, or are proposed to be, located near sensitive premises such as nursing homes, hospitals, hospices or places of worship;
- xi) the use of gardens and other open-air areas;
- xii) the location of external lighting, including security lighting that is installed;
- xiii) other appropriate measures to prevent nuisance, such as the employment of registered door supervisors or the use of CCTV;
- xiv) preventing the consumption or supply of illegal drugs, including search procedures;
- xv) whether the premises would lead to increased refuse storage or disposal problems, or additional litter (including fly posters and illegal placards) in the vicinity of the premises;
- xvi) the history of previous nuisance complaints proved *to have taken place at* the premises, particularly where statutory notices have been served on the present licensees.

6.33 The Music Venue Trust is a UK Registered Charity which acts to protect, secure and improve UK Grassroots Music Venues for the benefit of venues, communities and upcoming artists. The Music Venue Trust can offer advice to venues that offer musical entertainment and their website is <http://musicvenue trust.com/>

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

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

(d) Protection of Children from Harm

6.35 The licensing authority recognises that there are a range of activities for which licences may be sought meaning that children can be expected to visit many of these premises, often on their own, for food and /or other entertainment.

6.36 The Licensing Act 2003 does not prevent children having free access to any licensed premises. The licensing authority recognises that limitations may have to be considered where it is deemed necessary to protect children from harm. The following are examples of premises that may raise concerns:

- where there have been convictions for serving alcohol to minors, or with a reputation for under-age drinking;
- with a known association with drug taking or dealing;

- where there is a strong element of gambling on the premises;
- where entertainment of an adult or sexual nature is provided;
- where there is a presumption that children under 18 should not be allowed (e.g. to nightclubs, except when under 18 discos are being held).

6.37 The licensing authority expects personal licence holders to seek to ensure alcohol is not served to children under the age of 18, except in limited conditions allowed for by law. The licensing authority recommends that the only way to verify a person's proof of age is with reference to the following:-

- passport
- a photocard driving licence issued in the UK or a European Union country;
- a Proof of Age Standards Scheme card;
- a Citizen Card, supported by the Home Office (details from www.citizencard.net);
- an official identity card issued by HM Forces or by a European Union country bearing the photograph and date of birth of the bearer.

6.38 In recent years there has been an increase in the number of licensed premises offering alcohol delivery services. The licensing authority expects those licence holders who provide such a service to have in place robust age-verification procedures (such as "Challenge 25") at both the point of sale and the point of delivery to ensure that alcohol is not purchased by, or delivered to, children. These procedures should include the provision of training for delivery staff on requesting and verifying acceptable proof of age documentation at the point of delivery.

6.39 When deciding whether to limit the access of children to premises the licensing authority will judge each application on its own merits and a range of conditions may be imposed depending on the circumstances. To assist with this the licensing authority will consult with West Mercia Police and the Worcestershire Safeguarding Children Board if practical or other agencies as the licensing authority consider appropriate.

6.40 Where concerns have been identified in respect of individual premises and it is felt that access to the premises by children should be restricted the options available include:

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

6.41 However these options are not exhaustive and other options may be considered as the Council considers appropriate. The licensing authority also commends the adoption of the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks by prospective licensees where the licence applies to the sale of alcohol.

- 6.42 The Licensing Act details a number of offences that are designed to protect children in licensed premises and the licensing authority will work closely with the Police and Trading Standards Services to ensure appropriate and effective enforcement is undertaken, especially in relation to the sale and supply of alcohol to children.
- 6.43 The Licensing Authority will not impose any conditions that specifically require the access of children to the premises.
- 6.44 Where no conditions or restrictions are imposed, the issue of access for children remains a matter of discretion for individual licensees or clubs subject to any relevant provisions in law.
- 6.45 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example scenes of horror or violence that may be considered unsuitable for children with certain age ranges. Where a premise is used for film exhibitions, the licensing authority will normally impose conditions restricting access only to persons who meet the required age limit in line with any certificate granted by the British Board of Film Classification or the licensing authority itself.
- 6.46 The Licensing Authority will expect licensees to ensure that age restrictions for film exhibitions are properly complied with.
- 6.47 In considering applications, the licensing authority will take into account any evidence that age restrictions for film exhibitions are not being properly observed.
- 6.48 Many children attend or take part in an entertainment arranged especially for them, for example children's shows, dance and drama or school productions. Specific additional arrangements may need to be operated to ensure their safety. For example:
- an adult member of staff to be stationed at each and every exit from any level and to the outside and subject to there being a minimum of one member of staff to fifty children or part thereof.
 - No child is to be permitted in the front row of any balcony unless they are supervised by an adult.

7.0 Representations

- 7.1 When an application is made for the grant, variation or review of a premises licence or club premises certificate, representations about the application can be made by responsible authorities or other persons.
- 7.2 Representations must be made to the licensing authority within the statutory period of 28 days beginning on the day after the relevant application is received by the licensing authority. Representations must be made in writing
- 7.3 Representations can be made either be in support of an application or to express objections to an application being granted. However the licensing authority can only accept “relevant representations.” A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.
- 7.4 An example of a representation that would not be relevant would be a representation from a local businessperson about the commercial damage that competition from a new licensed premise would do to their own business. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be a relevant representation.
- 7.5 In other words, representations should relate to the impact of licensable activities carried on from premises on the licensing objectives.
- 7.6 For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation.
- 7.7 Whilst the licensing authority expects representations to be evidence based, there is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and it is recognised that in fact this would not be possible for new premises.

(a) Representations from Responsible Authorities

- 7.8 Responsible authorities are a group of public bodies that must be fully notified of applications and that are entitled to make representations to the licensing authority in relation to the application for the grant, variation or review of a premises licence or club premises certificate. A full list of contact details for the responsible authorities is provided on the licensing authority’s website.
- 7.9 Whilst all responsible authorities may make representations regarding applications for licences and club premises certificates and full variation applications, it is the responsibility of each responsible authority to determine when they have appropriate grounds to do so.
- 7.10 The licensing authority recognises that every responsible authority can make representations relating to any of the four licensing objectives. However the licensing authority would normally expect representations about the promotion of individual licensing objectives to come from the most relevant responsible authority with expertise in that particular area. For example the licensing authority would expect representations about the prevention of crime and disorder to come primarily

from the police and representations about the prevention of public nuisance to come primarily from environmental health.

- 7.11 The licensing authority recognises that the police should be its main source of advice on matters relating to the promotion of the crime and disorder licensing objective, but also may be able to make relevant representations with regards to the other licensing objectives if they have evidence to support such representations.
- 7.12 The licensing authority will accept all reasonable and proportionate representations made by the police unless it has evidence that to do so would not be appropriate for the promotion of the licensing objectives. However the licensing authority will still expect any police representations to be evidence based and able to withstand scrutiny at a hearing.
- 7.13 The licensing authority recognises Worcestershire Safeguarding Children Board as being the body that is competent to advise it on the licensing objective of the protection of children from harm.
- 7.14 The licensing authority recognises that, although public health is not a licensing objective, health bodies may hold information which other responsible authorities do not, but which would assist the licensing authority in exercising its functions.
- 7.15 For example, drunkenness can lead to accidents and injuries from violence, resulting in attendances at emergency departments and the use of ambulance services. Some of these incidents will be reported to the police, but many will not. Such information might be relevant to the public safety objective and in some cases the crime and disorder objective.
- 7.16 As a result of the Police Reform and Social Responsibility Act 2011, the licensing authority is also now a responsible authority and can therefore make representations if it deems it appropriate to do so.
- 7.17 However the licensing authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so.
- 7.18 Such parties can make relevant representations to the licensing authority in their own right, and the licensing authority expects them to make representations themselves where they are reasonably able to do so.
- 7.19 The licensing authority also expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. Each responsible authority has equal standing under the 2003 Act and may act independently without waiting for representations from any other responsible authority.
- 7.20 In cases where a licensing authority is also acting as responsible authority in relation to the same process, the licensing authority will seek to achieve a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating the different responsibilities to different licensing officers or other officers within the local authority to ensure a proper separation of responsibilities.

- 7.21 The Director of Public Health has been prescribed as a responsible authority since April 2013.
- 7.22 There is not a specific licensing objective related directly to health within the current legislation. When making a representation, the Director of Public Health is most likely to relate such representations to the objectives on public safety and protecting children from harm. This is likely to include the prevention of accidents, injuries and other immediate harms that can result from alcohol consumption, such as unconsciousness or alcohol poisoning.
- 7.23 Health bodies hold valuable information which may not be recorded by other agencies, including analysis of data on attendance at emergency departments and the use of ambulance services following alcohol related incidents. Sometimes it may be possible to link ambulance callouts and attendance to irresponsible practices at specific premises. Anonymised data can be collated about incidents relating to specific premises and presented to Licensing Sub-Committees when representations are made.

(b) Representations from Other Persons

- 7.24 Relevant representations about applications can also be made by any other person, regardless of their geographical position in relation to the relevant premises. However the licensing authority will usually give greater weight to representations that are made by people who can demonstrate that they would be directly affected by the carrying on of licensable activities at the premises concerned.
- 7.25 The licensing authority will also reject as invalid, any representations from other persons that are deemed to be frivolous or vexatious. A representation might be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause. Frivolous representations are essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 7.26 Decisions as to the validity of representations will normally be made by officers of the licensing authority. In borderline cases, the benefit of the doubt about any aspect of a representation will be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 7.27 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the authority's corporate complaints procedure. A person may also challenge such a decision by way of judicial review.
- 7.28 Where a notice of a hearing is given to an applicant, the licensing authority is required to provide the applicant with copies of the relevant representations that have been made.
- 7.29 The licensing authority will normally provide copies of the relevant representations to the applicant in full and without redaction. However in exceptional circumstances, where a person satisfies the licensing authority that they have genuine reasons to fear intimidation or violence if their personal details, such as name and address, are divulged to the applicant, the copies of the representations may be redacted accordingly.

- 7.30 In such circumstances the licensing authority will still provide some details to the applicant (such as street name or general location within a street), so that the applicant can fully prepare their response to any particular representation.
- 7.31 Alternatively persons may wish to contact the relevant responsible authority or their local Councillor with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations on their behalf if appropriate and justified.
- 7.32 Further guidance on making representations is provided on the licensing authority's website.

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8.0 Licensing Hours

- 8.1 The licensing authority recognises the variety of premises for which licences will be sought and that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when people tend to leave licensed premises at the same time.
- 8.2 When determining what licensing hours are appropriate for a premises the licensing authority will always consider each application on its own merits and will not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application. The licensing authority will take into account requests for licensable hours in the light of:
- environmental quality;
 - residential amenity;
 - the character or function of a particular area; and
 - the nature of the proposed activities to be provided at the premises.
- 8.3 Consideration may be given to imposing stricter restrictions on licensing hours when it is appropriate to control noise and disturbance from particular licensed premises, such as those in mainly residential areas.
- 8.4 In accordance with established practice, the licensing authority encourages applicants, to include measures of good practice in their operating schedules such as a policy of prohibiting new persons from being admitted to their premises after 11.00 pm in order to reduce the risk of disorder and disturbance to members of the public late at night, where this is appropriate to the premises concerned.
- 8.5 Generally the licensing authority will consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. There may, however, be instances where it is considered that there are good reasons for restricting those hours, for example, where police representations are made in respect of isolated shops known to be the focus of disorder and public nuisance.

9.0 Conditions on Licences and Certificates

9.1 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The licensing authority will ensure any conditions that are imposed on a premises licence or club premises certificate:

- Are appropriate for the promotion of the licensing objectives;
- Are precise and enforceable;
- Are unambiguous and clear in what they intend to achieve;
- Do not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- Are tailored to the individual type, location and characteristics of the premises and events concerned;
- Are not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- Do not replicate offences set out in the 2003 Act or other legislation;
- Are proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- Do not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- Are written in a prescriptive format.

9.2 Although the licensing authority may use standardised forms of wording in conditions to cover commonly arising situations and circumstances, “blanket conditions” will not be applied to licences and specific conditions may be drawn up and applied to meet local need and circumstances.

10.0 Terrorism (Protection of Premises Bill) / Martyn's Law

- 10.1 The Government has committed to introducing legislation with a view to ensuring stronger protections against terrorism in public places. This legislation is often referred to as "Martyn's Law" in tribute to Martyn Hett who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017.
- 10.2 Martyn's Law will aim to keep people safe, enhance our national security and reduce the risk to the public from terrorism by the protection of public venues.
- 10.3 It will place a requirement on those responsible for certain locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.
- 10.4 The legislation will ensure parties are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.
- 10.5 Whilst this legislation is still under development and not yet in force, the licensing authority would encourage all premises to undertake basic, low-cost activities to improve their preparedness, including terrorism protection training for staff and evaluating the best procedures to put in place to minimise the impact of any attack.
- 10.6 Further information and guidance is provided at www.protectuk.police.uk

11.0 Reviews

- 11.1 At any stage, following the grant of a premises licence or club premises certificate, a responsible authority or any other person, may apply to the licensing authority for a review of the licence or certificate because of a problem arising at the premises in connection with any of the four licensing objectives.
- 11.2 In every case the application for review must relate to particular premises for which a licence or certificate is in force and must be relevant to the promotion of the licensing objectives.
- 11.3 Any responsible authority under the 2003 Act may apply for a review of a premises licence or club premises certificate. Therefore, the relevant licensing authority may apply for a review if it is concerned about licensed activities at premises and wants to intervene early without waiting for representations from other persons.
- 11.4 However, the licensing authority will not normally act as a responsible authority in applying for reviews on behalf of other persons, such as local residents or community groups. These individuals or groups are entitled to apply for a review for a licence or certificate in their own right if they have grounds to do so.
- 11.5 The licensing authority also expects other responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the police should take appropriate steps where the basis for the review is concern about crime and disorder. Likewise, where there are concerns about noise nuisance, it is expected that environmental health will make the application for review.
- 11.6 Where responsible authorities have concerns about problems identified at premises, the licensing authority considers it good practice for them to give licence holders early warning of their concerns and the need for improvement, and where possible they should advise the licence or certificate holder of the steps they need to take to address those concerns.
- 11.7 A failure by the holder to respond to such warnings is expected to lead to a decision to apply for a review. The licensing authority believes that co-operation at a local level in promoting the licensing objectives should be encouraged and reviews should not be used to undermine this co-operation.
- 11.8 If the application for a review has been made by a person other than a responsible authority (for example, a local resident, **County Councillor, District Councillor Parish Councillor**, residents' association, local business or trade association), before taking action the licensing authority will first consider whether the complaint being made is relevant, frivolous, vexatious or repetitious.
- 11.9 A review application might be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause. Frivolous applications are essentially categorised by a lack of seriousness. Frivolous applications would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.

- 11.10 The licensing authority considers a repetitious ground for review to be one that is identical or substantially similar to:
- a ground for review specified in an earlier application for review made in relation to the same premises licence or certificate which has already been determined; or
 - representations considered by the licensing authority when the premises licence or certificate was granted; or
 - representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement; and, in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or grant.
- 11.11 The licensing authorities is aware of the need to prevent attempts to review licences merely as a further means of challenging the grant of the licence following the failure of representations to persuade the licensing authority on an earlier occasion.
- 11.12 The licensing authority believes that more than one review originating from a person other than a responsible authority in relation to a particular premises should not normally be permitted within a 12 month period on similar grounds save in compelling circumstances or where it arises following a closure order.
- 11.13 The exclusion of a complaint on the grounds that it is repetitious does not apply to responsible authorities which may make more than one application for a review of a licence or certificate within a 12 month period.
- 11.14 Guidance on applying for a review of a licence or certificate, along with the necessary forms, can be found on the licensing authority's website.

12.0 Minor Variations

- 12.1 Variations to premises licences or club premises certificates that could not impact adversely on the licensing objectives are subject to a simplified 'minor variations' process. Under this process, the applicant is not required to advertise the variation in a newspaper or circular, or copy it to responsible authorities. However, they must display it on a white notice (to distinguish it from the blue notice used for full variations and new applications).
- 12.2 Minor variations will generally fall into four categories: minor changes to the structure or layout of premises; small adjustments to licensing hours; the removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions; and the addition of certain licensable activities. In all cases the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives.
- 12.3 On receipt of an application for a minor variation, the licensing authority will consider whether the variation could impact adversely on the licensing objectives. Decisions on minor variations will normally be delegated to licensing officers who will look at each application on its own individual merits.
- 12.4 In considering the application, the officer will consult relevant responsible authorities if there is any doubt about the impact of the variation on the licensing objectives and they need specialist advice, and take their views into account in reaching a decision.
- 12.5 The officer will also carefully consider any relevant representations received from other persons that are received within a period of ten working days from the 'initial day', that is to say, the day after the application is received by the licensing authority.
- 12.6 The officer will then determine the application and will contact the applicant within 15 working days, beginning on the first working day after the authority received the application, with effect either that the minor variation is granted or the application is refused.

13.0 Cumulative Impact

- 13.1 Cumulative impact is the potential impact on the promotion of the licensing objectives of a number of licensed premises concentrated in one area.
- 13.2 In some areas where the number, type or density of licensed premises, such as those selling alcohol or providing late night refreshment, is high or exceptional, serious problems of nuisance and disorder may arise outside or some distance from those premises. Such problems generally occur as a result of large numbers of drinkers being concentrated in an area, for example when leaving premises at peak times or when queuing at fast food outlets or for public transport.
- 13.3 Queuing in itself may lead to conflict, disorder and anti-social behaviour. Moreover, large concentrations of people may also attract criminal activities such as drug dealing, pick pocketing and street robbery. Local services such as public transport, public lavatory provision and street cleaning may not be able to meet the demand posed by such concentrations of drinkers leading to issues such as street fouling, littering, traffic and public nuisance caused by concentrations of people who cannot be effectively dispersed quickly.
- 13.4 Variable licensing hours may facilitate a more gradual dispersal of customers from premises. However, in some cases, the impact on surrounding areas of the behaviour of the customers of all premises taken together will be greater than the impact of customers of individual premises. These conditions are more likely to arise in town and city centres, but may also arise in other urban centres and the suburbs, for example on smaller high streets with high concentrations of licensed premises.
- 13.5 With effect from 6 April 2018, the Policing and Crime Act 2017 introduced the concept of cumulative impact assessments into the Licensing Act 2003 by inserting into the Act a new section 5A.
- 13.6 A cumulative impact assessment (CIA) may be published by a licensing authority to help it to limit the number or types of licence applications granted in areas where there is evidence to show that the number or density of licensed premises in the area is having a cumulative impact and leading to problems which are undermining the licensing objectives. CIAs relate to applications for new premises licences and club premises certificates and applications to vary existing premises licences and club premises certificates in a specified area.
- 13.7 At the current time the licensing authority has not published a CIA as there is not currently an evidential basis on which to base such a decision.
- 13.8 If the licensing authority were to consider the publication of a CIA in the future, it would do so in accordance with the requirements of section 5A of the Licensing Act 2003 and with regard to the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.

14.0 Personal Licences – New Applications

- 14.1 A personal licence is a licence issued to an individual authorising them to make or authorise the sale of alcohol in accordance with a premises licence. Every premises licence that authorises the sale of alcohol must specify an individual who acts as the designated premises supervisor (DPS). The DPS must hold a personal licence.
- 14.2 Applications for personal licences should be made to the licensing authority for the area where the applicant is ordinarily resident at the time they make their application.
- 14.3
- (a) The applicant is aged 18 or over
 - (b) The applicant is entitled to work in the United Kingdom
 - (c) The applicant possesses a licensing qualification or is a person of a prescribed description
 - (d) The applicant has not forfeited a personal licence in the five year period prior to their application being made
 - (e) The applicant has not been convicted of any relevant offence or any foreign offence or required to pay an immigration penalty
- 14.4 The licensing authority must reject an application if the applicant fails to meet one or more of the requirements set out in (a) to (d) above.
- 14.5 Where the applicant meets the requirements in (a) to (d) but does not meet the requirements of (e), the licensing authority must give the chief officer of police for its area a notice to this effect. Having received such a notice, if the chief officer of police is satisfied that the granting of the application would undermine the crime prevention objective, he must within 14 days, give the licensing authority a notice to that effect.
- 14.6 Where the applicant fails to meet the requirements of (e) as a result of a conviction for an immigration offence or because they have been required to pay an immigration penalty, the licensing authority must give a notice to the Secretary of State for the Home Department to that effect. The Home Office may object to an application on grounds that granting the personal licence would be prejudicial to the prevention of illegal working in licensed premises.
- 14.7 Where an objection to the grant of a personal licence is received from either the chief officer of police or the Home Office, the applicant is entitled to a hearing before the licensing authority. If no objections are received, the licensing authority must grant the application.
- 14.8 At a hearing to determine a personal licence application to which the chief officer of police or Home Office have objected, the licensing authority will have regard to all of the circumstances including the following:
- The need to assess each case on its merits
 - The duty to promote the crime prevention objective
 - The objection notice given by the Police or Home Office
 - The guidance issued by the Secretary of State under section 182 of the Licensing Act 2003
 - The seriousness of the relevant offence
 - The sentence or penalty imposed on the applicant for the relevant offence
 - Any representations made by the applicant

- Any other evidence as to the previous character of the applicant

14.9 If, having considered all of the circumstances, the licensing authority considers that it is appropriate for either the promotion of the crime prevention objective or for the prevention of illegal working in licensed premises to reject the application, it must do so. In all other cases the application must be granted.

14.10 If an application is refused, the applicant will be entitled to appeal against the decision they make. Similarly, if the application is granted despite a police objection notice or an objection from the Home Office, the chief officer of police or Home Office are entitled to appeal against the licensing authority's determination. The licensing authority will therefore record in full the reasons for any decision that it makes.

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15.0 Personal Licences – Suspension and Revocation

- 15.1 Section 138 of the Policing and Crime Act 2017 amended the Licensing Act 2003 and gave the power to a licensing authority to suspend or revoke personal licences that it has issued with effect from 6 April 2017.
- 15.2 When a licensing authority has granted a personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or been required to pay an immigration penalty, a licensing authority may revoke the licence or suspend it for a period of up to six months. This applies to convictions received and civil immigration penalties which a person has been required to pay at any time before or after the licence was granted, as long as the conviction was received after 6 April 2017, or the requirement to pay the civil penalty arose after 6 April 2017. Only magistrates' courts can order the forfeiture or suspension of a personal licence for convictions received prior to 6 April 2017.
- 15.3 The process which must be undertaken by the licensing authority to suspend or revoke a personal licence is set out at section 132A of the 2003 Act. The decision to revoke or suspend a personal licence must be made by the licensing committee or sub-committee, but the actions required before making a final decision may be made by a licensing officer.
- 15.4 The licensing authority may not take action if the licence holder has appealed against the conviction or the sentence imposed in relation to the offence, until the appeal is disposed of. Where an appeal is not lodged, the licensing authority may not take action until the time limit for making an appeal has expired.
- 15.5 If a licensing authority is considering revoking or suspending a personal licence, the authority must give notice to the licence holder. This notice must invite the holder to make representations about the conviction, any decision of a court in relation to the licence, or any decision by an appellate court if the licence holder has appealed such a decision. The licence holder may also decide to include any other information, for example, about their personal circumstances.
- 15.6 The licence holder must be given 28 days to make their representation, beginning on the day the notice was issued. The licensing authority does not need to hold a hearing to consider the representations. Before deciding whether to revoke or suspend the licence the licensing authority must consider any representations made by the licence holder, any decisions made by the court or appellate court in respect of the personal licence of which the licensing authority is aware, and any other information which the licensing authority considers relevant.
- 15.7 The licensing authority may not be aware of whether the court considered whether to revoke or suspend the licence, and there is no obligation on the licensing authority to find this out before making a decision themselves. Where the court has considered the personal licence and decided not to take action, this does not prevent the licensing authority from deciding to take action itself. Licensing authorities have different aims to courts in that they must fulfil their statutory duty to promote the licensing objectives, and therefore it is appropriate for the licensing authority to come to its own decision about the licence.
- 15.8 If the licensing authority, having considered a suspension and revocation and subsequently considered all the information made available to it, proposes not to revoke the licence it must give notice to the chief officer of police in the licensing

authority's area, and invite the chief officer to make representations about whether the licence should be suspended or revoked, having regard to the prevention of crime. The chief officer may make representations within the period of 14 days from the day they receive the notice from the licensing authority.

- 15.9 Any representations made by the chief officer of police must be taken into account by the licensing authority in deciding whether to suspend or revoke the licence.
- 15.10 Convictions may come to light via police in another area, for example if the personal licence holder no longer lives in the area of the licensing authority which issued the licence, or if the offence took place in another police force area. In this instance it would be good practice for the police providing the information to notify the police force in the licensing authority area, because it is the local chief officer who must provide representations if the licensing authority proposes not to revoke the licence.
- 15.11 Where the licence holder is convicted of immigration offences or has been required to pay a civil penalty for immigration matters, the licensing authority should notify Home Office Immigration Enforcement and allow representations to be made in the same way.
- 15.12 In deciding whether to suspend or revoke a personal licence, the licensing authority will have regard to all of the circumstances including the following:
- The need to assess each case on its merits
 - The duty to promote the licensing objectives
 - The guidance issued by the Secretary of State under section 182 of the Licensing Act 2003
 - The seriousness of the relevant offence
 - The sentence or penalty imposed on the licence holder for the relevant offence
 - Any representations made by the Police or Home Office Immigration Enforcement
 - Any representations made by the holder of the licence
 - Any evidence as to the previous character of the holder of the licence
- 15.13 The licensing authority must notify the licence holder and the chief officer of police of the decision made (even if the police did not make representations). The licence holder may appeal the licensing authority's decision to revoke or suspend their personal licence. A decision to revoke or suspend the licence does not take effect until the end of the period allowed for appealing the decision (21 days); or if the decision is appealed against, until the appeal is disposed of.
- 15.14 If the personal licence holder is a DPS, the licensing authority may notify the premises licence holder once the decision to revoke or suspend the licence has been made if it becomes necessary to do so in order for the licensing authority to be able to carry out their functions.
- 15.15 The licensing authority may also notify any person who has declared an interest in the premises under section 178 of the 2003 Act if it becomes necessary to do so in order for the licensing authority to be able to carry out their functions.

16.0 Immigration Act 2016 – Entitlement to Work

- 16.1 Section 36 of and Schedule 4 to the Immigration Act 2016 made a number of amendments to the Licensing Act 2003 to introduce immigration safeguards in respect of licensing applications made in England and Wales on or after 6 April 2017. The intention of these changes is to prevent illegal working in premises licensed for the sale of alcohol or late night refreshment.
- 16.2 The statutory prevention of crime and disorder licensing objective in the Licensing Act 2003 includes the prevention of immigration crime and the prevention of illegal working in licensed premises. The Council will work with the Home Office (Immigration Enforcement) as well as the police, in respect of these matters.
- 16.3 Section 36 of and Schedule 4 to the Immigration Act 2016 (the 2016 Act) amended the 2003 Act to provide that in England and Wales:
- Premises licences to sell alcohol or provide late night refreshment and personal licences cannot be issued to an individual who does not have permission to be in the UK, or is not entitled to undertake work relating to the carrying on of a licensable activity;
 - Licences issued to those with limited permission to be in the UK will lapse when their permission to be in the UK and work in a licensable activity comes to an end;
 - Immigration offences, including civil penalties, are ‘relevant offences’ as defined by the 2003 Act;
 - The Home Secretary (in practice Home Office (Immigration Enforcement)) was added to the list of responsible authorities in the licensing regime, which requires Home Office (Immigration Enforcement) to receive premises licence applications (except regulated entertainment only licences) and applications to transfer premises licences, and in some limited circumstances personal licence applications, and permits Home Office (Immigration Enforcement) to make appropriate representations and objections to the grant of a licence; and
 - Immigration officers are permitted to enter premises which they have reason to believe are being used to sell alcohol or provide late night refreshment, to investigate whether immigration offences are being committed in connection with the licensable activity.
- 16.4 The licensing authority will have regard to any guidance issued by the Home Office in relation to the immigration related provisions now contained in the Licensing Act 2003.
- 16.5 The licensing authority will also work in partnership with the Home Office (Immigration Enforcement) and West Mercia Police with a view to preventing illegal working in premises licensed for the sale of alcohol or late night refreshment.

17.0 Enforcement and Complaints

- 17.1 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act 2003. The licensing authority will monitor premises and take any appropriate enforcement action to ensure compliance. Only complaints linked to a licensing objective will be investigated.
- 17.2 The licensing authority's general approach to enforcement will be to target problem and high-risk premises which require greater attention, while providing a lighter touch for low risk premises or those that are well run. Principles of risk assessment and targeted inspections (in line with the recommendations of the Hampton review) will prevail and inspections will not be undertaken routinely but when and if they are judged necessary. This should ensure that resources are used efficiently and are more effectively concentrated on problem premises.
- 17.3 In most cases a graduated form of response will be taken to resolve issues of non-compliance, although it is recognised that in serious cases a prosecution or application for review are the appropriate means of disposal.
- 17.4 All decisions and enforcement actions taken by the licensing authority will be in accordance with the Council's Corporate Enforcement Policy and the principles of consistency, transparency and proportionality set out in the Regulator's Compliance Code.
- 17.5 The licensing authority will continue to employ officers to investigate allegations of unlicensed activities and to ensure that licence conditions are complied with, and will seek to work actively with West Mercia Police and other relevant partners in enforcing licensing legislation.
- 17.6 The licensing authority is happy to investigate complaints against licensed premises of any description. In the first instance, complainants will be encouraged to raise the complaint directly with the licensee or business concerned.
- 17.7 Where a person has made a complaint then the licensing authority may initially arrange a mediation meeting to try and address, clarify and resolve the issues of concern. This process will not override the right of any person to ask the licensing authority to review a licence or certificate or for any licence/certificate holder to decline to participate in a mediation meeting.

18.0 Integrating Strategies and Partnership Working

18.1 The Council regards licensing as the most appropriate tool in ensuring that the licensing objectives are promoted and will avoid as far as is possible any duplication with other regulatory regimes and legislation.

18.2 Licensing Committee, when appropriate, will be informed of relevant county and local strategies. The report may include information relating to:

- Local crime prevention strategies;
- Needs of the local tourist economy;
- Any cultural strategy for the area;
- Employment issues in the area;
- Any relevant planning matters so as to ensure the clear distinction
- between licensing and planning functions, and
- Local relevant partnerships and their objectives.

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19.0 **Equal Opportunities Equalities**

- 19.1 ~~The Equality Act 2010 places a legal obligation on the licensing authority to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.~~
- 19.2 ~~The licensing authority will look to discharge this duty by making arrangements where appropriate to provide information in a format that meet the requirements of those with special needs such as large type, audio information and information in foreign languages. Specific needs will be dealt with on an individual basis.~~
- 19.1 Under the Equality Act 2010 it is against the law to discriminate against anyone because of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.
- 19.2 The Equality Act 2010 requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- 19.3 The licensing authority will look to discharge this duty by making arrangements where appropriate to provide information in a format that meet the requirements of those with special needs such as large type, audio information and information in foreign languages. Specific needs will be dealt with on an individual basis.
- 19.4 The licensing authority has had regard to this duty when publishing this statement of policy and will have regard to the duty when determining applications for relevant authorisations under the Licensing Act 2003.
- 19.5 In the design and layout of premises, applicants and licence holders are encouraged to consider access and facilities for customers with protected characteristics.
- 19.6 Any person who is concerned that a premises is failing to comply with the Equality Act should make their complaint to the premises in the first instance. Advice can also be sought from the Equality Advisory Support Service (EASS) - www.equalityadvisoryservice.com

20.0 Administration, Exercise and Delegation of Functions

- 20.1 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.
- 20.2 The licensing authority will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. Appreciating the need to provide an efficient service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established a number of Sub-Committees to deal with those matters.
- 20.3 In addition, it is expected that many of the decisions and functions will be largely administrative with no perceived areas of contention and, in the interests of efficiency and effectiveness these are delegated to officers. Attached at Appendix A to this licensing policy is a table of delegated functions setting out the agreed delegation of decisions and functions to the Council's Licensing Committee, Sub-Committees and officers.
- 20.4 These delegations are without prejudice to officers referring an application to a Sub-Committee or the Licensing Committee if considered appropriate in the circumstances of the case.

21.0 Relationship with Planning

- 21.1 Planning permission, building control approval and licensing regimes will be properly separated to avoid duplication and inefficiency. The planning and licensing regimes involve consideration of different (albeit related) matters. Licensing committees are not bound by decisions made by a planning committee, and vice versa.
- 21.2 There is no legal basis for the licensing authority to refuse a licence application because the relevant premise does not have planning permission, or where there are conditions on the relevant planning permission.
- 21.3 There are circumstances when as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.
- 21.4 Where there is an application for planning permission, the National Planning Policy Framework expects new development can be integrated effectively with existing businesses and community facilities (such as places of worship, pubs, music venues and sports clubs).
- 21.5 Existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established.
- 21.6 Where the operation of an existing business or community facility could have a significant adverse effect on new development (including changes of use) in its vicinity, the applicant (or 'agent of change') should be required by the local planning authority to provide suitable mitigation before the development has been completed.

22.0 Temporary Event Notices

- 22.1 The Licensing Act 2003 provides for certain occasions when small scale events (for no more than 499 people at a time and lasting for no more than 168 hours) do not need a licence providing that advance notice is given to the licensing authority, police and environmental health. The police and environmental health can only object to a Temporary Event Notice if the event is likely to undermine the licensing objectives.
- 22.2 The law states that for a standard temporary event notice, at least ten working day's notice must be given but the licensing authority recommends that, wherever possible, at least two month's notice be given to hold these events, to allow it to help organisers plan their events safely. Any longer period than this may mean that organisers do not have all the details available at the time of submitting the notice, and any lesser time means that planning may be rushed and haphazard.
- 22.3 Organisers of temporary events are strongly advised to contact the licensing authority for advice at the earliest opportunity when planning events. Where necessary discussions will be held with the police to avoid any unnecessary objections being made that may arise from misunderstandings or confusion as to what is being proposed.
- 22.4 Since 25 April 2012 it has been possible for individuals to serve a very limited number of "late" temporary event notices each year, providing that these are served on all relevant parties at least five working days before the day on which the event is due to begin.
- 22.5 Of the 50 temporary event notices a personal licence holder can serve in a calendar year, no more than 10 may be "late" temporary event notices. Of the 5 temporary event notices an individual who does not hold a personal licence can serve in a calendar year, no more than 2 can be "late" temporary event notices.
- 22.6 However event organisers should be aware that a late temporary event notice can be prevented by a single objection from the police or environmental health and there is no right to a hearing in such circumstances.
- 22.7 Therefore late temporary event notices should normally only be served in exceptional circumstances, such as when an event has to be postponed and rearranged at short notice due to adverse weather conditions. The licensing authority does not expect late temporary event notices to be served simply on the basis that the event organiser has been disorganised in addressing the licensing arrangements for their event.

23.0 Live Music Act 2012 and other Entertainment Licensing Deregulation

23.1 The Live Music Act 2012 came into force on 1st October 2012 and is designed to encourage more performances of 'live' music. The Act (as amended) removes the licensing requirements for:

- amplified 'live' music between 8am and 11pm before audiences of no more than 500 people on premises authorised to sell alcohol for consumption on the premises
- amplified 'live' music between 8am and 11pm before audiences of no more than 500 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment)
- unamplified 'live' music between 8am and 11pm in all venues
- the provision of entertainment facilities

23.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended, but it will be possible to impose new, or reinstate existing conditions following a review.

23.3 There was a further deregulation of entertainment licensing in June 2013 when the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013 came into force on 27 June 2013. The effect of the order is that no authorisation is required for the following activities to the extent that they take place between 08:00-23:00 on any day:

- a performance of a play in the presence of any audience of no more than 500 people
- an indoor sporting event in the presence of any audience of no more than 1000 people
- a performances of dance in the presence of any audience of no more than 500 people

23.4 Entertainment licensing requirements were further deregulated as a result of the Legislative Reform (Entertainment Licensing) Order 2014, which came into force on 6 April 2015.

23.5 The 2014 Order deregulated entertainment licensing in the following ways:

- The provision of regulated entertainment by or on behalf of local authorities, health care providers, or schools on their own defined premises became exempt from entertainment licensing between 08.00-23.00 on the same day, with no audience limit.
- The audience limit for a performance of live amplified music in relevant alcohol licensed premises or in a workplace between 08.00-23.00 on the same day was raised from 200 to 500.
- Local authorities, health care providers and schools are now exempt from entertainment licensing when making their own defined premises available to third parties for live and recorded music activities between 08:00-23:00 on the same day for audiences of up to 500.

- Community premises not licensed to supply alcohol are now exempt from entertainment licensing requirements for live and recorded music between 08:00-23:00 on the same day for audiences of up to 500.
- Travelling circuses are now exempt from entertainment licensing in respect of all descriptions of entertainment, except an exhibition of a film or a boxing or wrestling entertainment, where the entertainment or sport takes place between 08:00-23:00 on the same day, with no audience limit.
- Greco-Roman and freestyle wrestling are now deregulated between 08:00-23:00 for audiences of up to 1000 people.
- An exhibition of film that is incidental to another activity (where that other activity is not itself a description of entertainment set out in paragraph 2 of Schedule 1 to the 2003 Act) is exempt now from licensing.

23.6 The exhibition of films in community premises has also been deregulated as a result of section 76 of the Deregulation Act 2015.

23.7 No licence is required for an exhibition of film on community premises between 08:00 and 23:00 on any day provided that:

- the film entertainment is not provided with a view to profit;
- the film entertainment is in the presence of an audience of no more than 500 people;
- the admission of children is subject to such restrictions as are necessary to comply with the recommendation issued by the BBFC or relevant licensing authority regarding the admission of children; and
- a person concerned in the organisation or management of the exhibition of the film has obtained the prior written consent of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

24.0 Sexual Entertainment Venues

- 24.1 The Council may adopt a policy in relation to sex establishments, including sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. This policy may include standard conditions attached to such licences. Where there are similar conditions attached to licences under both regulatory regimes, the more onerous will apply.
- 24.2 There is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly. Any concerns related to the provision of occasional sexual entertainment may still lead to a review of the relevant premises licence or club premises certificate and the imposition of conditions.
- 24.3 Any premise that wants to provide sexual entertainment under the exemption must still be authorised under the Licensing Act 2003 for the performance of dance and the playing or recorded music.

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25.0 Early Morning Alcohol Restriction Orders (EMROs)

- 25.1 The power to introduce an EMRO enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.
- 25.2 EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specific times; serious public nuisance; and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises.
- 25.3 Before introducing an EMRO the licensing authority must be satisfied that it has sufficient evidence to demonstrate that its decision is appropriate for the promotion of the licensing objectives. This requirement will be considered in the same manner as other licensing decisions, such as the determination of applications for the grant of premises licences. The licensing authority will consider evidence from partners, including responsible authorities and local Community Safety Partnerships, alongside its own evidence, to determine whether an EMRO would be appropriate for the promotion of the licensing objectives.
- 25.4 The licensing authority will normally only consider the use of EMROs as a last resort in dealing with recurring problems and will always consider the potential burden that would be imposed on premises licence holders as well as the potential benefits in terms of promoting the licensing objectives.
- 25.5 It is recognised that there are other measures that could be taken instead of making an EMRO which include:
- introducing a special policy on cumulative impact;
 - reviewing licences of specific problem premises;
 - encouraging the creation of business-led best practice schemes in the area; and
 - using other mechanisms set out in the Secretary of State's Guidance to Licensing Authorities under Section 182 of the Licensing Act 2003.
- 25.6 The licensing authority is not currently satisfied that it is appropriate to make any EMROs.

26.0 Late Night Levy

- 26.1 The late night levy is a power, conferred on licensing authorities by provision in Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011. This enables licensing authorities to charge a levy to persons who are licensed to sell alcohol late at night in the authority's area, as a means of raising a contribution towards the costs of policing the late-night economy.
- 26.2 The levy is a power and the Government has recognised that some licensing authorities will not consider that it is appropriate to exercise it.
- 26.3 At the present time this licensing authority does not have a large number of premises which are licensed to sell alcohol during the late night supply period. Therefore at this stage the licensing authority does not believe that the levy will generate enough revenue to make it an appropriate option in its area.
- 26.4 The decision to introduce the levy is for the licensing authority to make. However the licensing authority will keep the need for a levy under review in consultation with the chief officer of police and police and crime commissioner ("PCC") for the police area.
- 26.5 When considering whether to introduce a levy the licensing authorities notes that any financial risk (for example lower than expected revenue) rests at a local level and this will be fully considered prior to making any decision about local implementation.
- 26.6 The licensing authority will decide whether or not it believes it has a viable proposal to introduce the levy before incurring the costs of the formal consultation process.
- 26.7 If the licensing authority decides to give further consideration to the introduction of a levy in the future, it will do so in accordance with the relevant regulations and with reference to any relevant guidance issued by the Home Office.
- 26.8 Any decision to introduce, vary or end the requirement for the levy will be made by the full Council. Other decisions in relation to the introduction and administration of the levy would be delegated to the Licensing Committee.

27.0 Late Night Refreshment – Local Powers to Deregulate

- 27.1 Section 71 of the Deregulation Act 2015 inserted paragraph 2A into Schedule 2 of the Licensing Act 2003 in relation to the provision of late night refreshment.
- 27.2 This amendment created a discretionary power to licensing authorities to exempt premises in certain circumstances, from the requirement to have a licence to provide late night refreshment.
- 27.3 The powers allow a relevant licensing authority to exempt the supply of late night refreshment if it takes place:
- on or from premises which are wholly situated in a designated area;
 - on or from premises which are of a designated description; or
 - during a designated period (beginning no earlier than 23.00 and ending no later than 05.00.
- 27.4 The licensing authority does not currently consider it appropriate to exercise the discretionary powers within paragraph 2A of Schedule 2 to the Licensing Act 2003.
- 27.5 If the licensing authority was going to consider exercising the powers in the future, it would only do so having carefully considered the risks to the promotion of the licensing objectives and having carried out a comprehensive consultation exercise with relevant stakeholders.

28.0 Suspension of Licences and Certificates for Non-Payment of Annual Fees

- 28.1 As a result of powers introduced under the Police Reform and Social Responsibility Act 2011, the licensing authority must suspend premises licences and club premises certificates if the holder of the relevant authorisation fails to pay their annual fee.
- 28.2 However, this does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases, there is a grace period of 21 days. This period will be used by the licensing authority to contact the licence or certificate holder in attempt to resolve the dispute or error. If the dispute or error is not resolved during this 21-day period, the licence or certificate will be suspended.
- 28.3 When suspending a licence or certificate a notice of suspension will be given in writing to the licence or certificate holder. The police and any other relevant responsible authorities will also be notified of the suspension at the same time.
- 28.4 A premises licence or certificate that has been suspended does not have effect to authorise licensable activities. However, it can for example be subject to a hearing or, in the case of a premises licence, an application for transfer. The licence will nevertheless only be reinstated when the outstanding fee has been paid. Formally, the debt is owed by the holder who held the licence at the time it was suspended. However, it may be more likely in practice that the new holder will actually make the payment.
- 28.5 Once payment has been received a written acknowledgement will be given to the licence/certificate holder and the suspension will be lifted. The police and any other relevant responsible authorities will be notified that the suspension has been lifted at the same time.

Appendix A - Table of Delegated Functions

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If the police or Home Office give an objection notice	If no objection notice is given by the police or Home Office.
Decision whether to suspend or revoke a personal licence		All cases	
Application for premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application for provisional statement		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application to vary premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application to vary designated personal licence holder		If the police or Home Office give an objection notice	If no objection notice is given by the police or Home Office.
Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied		If a police representation is made	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor variation application			All cases

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APPENDIX 3

Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If the police or Home Office give an objection notice	If no objection notice is given by the police or Home Office.
Application for interim authority		If the police or Home Office give an objection notice	If no objection notice is given by the police or Home Office.
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint or objection is irrelevant, frivolous, vexatious etc			All cases
Decision for licensing authority to act in their capacity as a responsible authority			All cases
Acknowledgement of receipt of a temporary events notice			All cases
Determination of a police or environmental health objection to a temporary event notice		All cases	
Decision to suspend a licence or certificate for non-payment of the annual fee.			All cases

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Appendix A

**Bromsgrove District Council
Medium Term Financial Plan 2024/25
Tranche One
Savings Proposal Document**

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Overview

Bromsgrove District Council provides district level local services, like housing, leisure and recreation, environmental health, waste collection, local strategic planning and planning applications, and local tax collection. Local Tax collection includes both Council Tax and Business Rates. The Council also collects Council Tax on behalf of County Council and the Fire and Police Authorities. The Council's proportion is just 12%. Business Rates are collected on behalf of the Council and the Government.

Bromsgrove is in the county of Worcestershire which operates a 2-tiered system of Local Government (as well as some parts of its area being covered by Parish Councils). The District Council provide the "district level" services (amongst others) described in the previous paragraph, whereas Worcestershire County Council provides county level local services like education, highways, transport planning, passenger transport, social care, libraries, waste disposal and strategic planning.

Parish Councils provide very local services like some parks, community centres, and war memorials.

Bromsgrove

- Covers an area of 84 Square Miles
- Has 96,000 residents
- Has 45,000 Homes and Businesses
- Has 31 Councillors and 30 Wards

The district has an above-average number of over 60s, with concentrations of people in several smaller towns and villages. Many residents commute to Birmingham but despite that has the highest % of self-employed and business start-ups in England. It has isolated areas of deprivation, higher median income levels.

Elections are held once every 4 years. All seats are contested together. The next election is in 2027.

The council has a 'leader and cabinet' form of governance, which means the council delegates authority to decide some matters to a Hybrid system of Governance with a 'cabinet', which is chaired by the Leader of the Council. The cabinet handles much of the ordinary business of the council, with the full council having the final say on matters of strategic policy, budget and council tax.

The Council, along with Redditch Borough Council, were one of the first Councils in the country to form a shared service in 2008. This means we have a single team servicing both Councils. We also host services such as Worcestershire Regulatory Services which is pan Worcestershire.

The Council's vision is *"To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of high-quality services that ensure those most need in need receive the appropriate help and support."*

The Council has delivered the following:

Local services for you

The council provides many more services for your money than just emptying your bins. Here are some recent examples of what our services have done in your community, over one year:

 Emptied **2.3m** bins

Ran over **300** events for families & children

Supported **438** patients referred to our Social Prescribers

Updated **20,000** people's financial circumstances for benefits

Emptied **2,000** properties' cesspits & septic tanks 

Provided lots of **fun events** in the **school holidays** and more, plus celebrations for the **Queen's Platinum Jubilee** and **Commonwealth Games Baton Relay** 

Advised **9,000** people online just on the government's '£150 Council Tax rebate'

Awarded grants to **12** local community groups 

Made **800,000** garden waste collections 

Supported **230** people through local health programmes 

Ran **10** consultation surveys, including with over **400** community panellists 

Answered **62,000** queries on bins & cleansing

Determined over **700** planning applications

Given **3,000** people telephone advice 

on benefits and **23,000** people online advice on their Council Tax

Taken away **437** businesses' waste

Spent **£332k** on schemes to prevent, and support people facing homelessness

Welcomed **426** parents to Starting Well programmes

Key initiatives being delivered in 2023/24 include:

- Regeneration Investment of over £16m under the government's Levelling Up Programme. This includes the prospect of a new Community Hub and Commercial Space at the former Market Hall site, and clearance of the Windsor Street site all by the end of 2025.

Outcomes delivered include

- Implemented a 'redeployable' CCTV camera scheme enabling temporary camera deployment and saw CCTV services externally certified under the Surveillance Camera Commissioner's Code of Practice.
- Awarded the councils' biggest contract, the £5m 'minor civil engineering works' contract.
- Paid over £196k (in Redditch) and £138k (in Bromsgrove) to people in need via the government's cost of living-related Household Support Fund.

Document references

Via [CPC website](#): Leisure Strategies

Outcomes during Covid-19

As mentioned above, the pandemic had a significant impact on services delivered to residents. The councils swiftly implemented urgent crisis response and business continuity plans and played a pivotal role in leading both areas through an unprecedented national public health emergency.

The vast majority of services mostly continued throughout the pandemic, with changes, but broadly this meant:

- Immediate implementation of an enhanced Covid-19 governance structure, including a change to virtual committee meetings (and back to in-person again, with safety measures in step with the then-evolving restrictions).
- A series of vital short-term initiatives to protect the most vulnerable residents through local partnerships, and to protect staff continuing to work under difficult conditions.
- Large-scale operational changes so services could continue to be delivered to people safely.
- An immediate switch from office-based to remote working for most staff, changing fundamental working conditions in a very short space of time - a change that started the councils' continuing move to 'agile' working as policy (see Culture and elsewhere, below), and the major works to remodel premises.
- Significant new and enhanced partnership working (see 'Partnership working during Covid-19', below) including for incident management and health protection.
- Redeploying some staff into acutely critical areas to ensure service delivery in the face of significant sickness absence, particularly during the so-called 'pingdemic'.
- Managing much-needed financial help through to residents and businesses via a series of new schemes to get government and council funding out quickly to residents and businesses, through mandatory and discretionary business grants, Test and Trace self-isolation payments, and others - including building new audit and reconciliation processes to Government requirements and creating new local schemes for residents and businesses who fell outside the mandatory government grant schemes. See below for more detail.
- Running major new communications campaigns, supporting government guidelines and vaccinations, including a partnership with media outlets.
- Employing a team of 'Covid Advisors' to support businesses and the community with safety and compliance, including operational support for testing sites.



- Supporting the NHS and community response, including helping the NHS with test and trace and to set up testing centres and the area's mass vaccination facility on council property.
- Working to ensure that nobody had to sleep rough during the challenging lockdown periods, which restricted 'normal' access to temporary accommodation, which in Bromsgrove was done in partnership with housing provider bdht.

The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process will be more difficult due to the following factors:

- Starting the process with a £637k deficit from the 2023/24 MTFP.
- The present cost of living crisis.
- Changes to how the Government fund services.
- The number of S114 Statements at Councils, including our nearest neighbour Birmingham, and the impact this will have in funding of the sector.

As such, it is prudent to split the budget process into two tranches,

- Having an initial Tranche which seeks to close as much of the deficit as possible using information known as at the end of September and seeking approval for those savings to be implemented at Council in January
- Having a second Tranche after the Christmas break, which will be approved in February, that takes account of the Local Government Settlement whose final detail will not be known until early January.

This document sets out the present financial situation as well as Tranche 1 service pressures and savings proposals.

2024/25 Budget Process

The council is faced with a challenging financial position this year. The magnitude of the savings required has meant that we have had to consider significant changes to our operating model and redesign the way we deliver services.

Due to the nature and scale of this, developing the proposals has required additional time and resource to ensure the plans are robust, deliverable and collectively achieve financial sustainability.

As such, the budget will be delivered in two tranches, the first with proposals being approved on the 29th January and the second with proposals being approved on the 26th February.

Tranche 1	
Consultation Start Date	14 th November 2023
Budget Scrutiny Committee	21 st November 2023
Cabinet	22 nd November 2023
Consultation Closing Date	5 ^h January 2024
Cabinet	17 th January 2024
Council	24 th January 2024

Tranche 2	
Consultation Start Date	6 th February 2024

Budget Scrutiny Committee	tbc February 2024
Cabinet	14 th February 2024
Consultation Closing Date	Tbc
Cabinet	21 st February 2024
Council	21 st February 2024

Bromsgrove has the following Strategic Purposes:

Run and Grow a Successful Business

Finding Somewhere to Live

Aspiration, Work and Financial Independence

Living Independent, Active and Healthy Lives

Communities which are Safe, Well Maintained and Green

The Green Thread runs through the Council Plan

Council Service Areas

Business Transformation & Organisational Development

This service area covers the following Services:

Human Resources and Organisational Development - The Human Resources and Organisational Development primary function is to provide a HR advisory service, organisational development, training and health and safety, providing advice and support to the organisation in respect of; recruitment, employment issues, pay and grading, training, workforce planning and health and safety advice. HR focuses on the people within the business and on every aspect of the employment relationship.

Information Communication and Technology - The different areas of ICT include

- helpdesk support, technical project implementation, infrastructure and business
- application support, small systems development and automation, service requests,
- website design and support, graphical information systems support (including street naming and numbering) and information management.

Business Improvement Team - The Business Improvement team supports service areas to improve their delivery of our Strategic Purposes, through changing work practices, processes, and behaviours.

Policy, Equalities and Performance Team - The Policy Team supports elected members, CMT, managers and service areas with corporate planning (such as the development of the Council Plans), performance, data gathering and analysis, consultation and engagement and equalities.

Chief Executive

The Chief Executive's Unit comprises Strategic Partnerships (facilitating partnership working across the Borough to ensure more effective outcomes for people), Communications and Print and PA / Directorate Support (which provides administrative support to the Leader, Corporate Management Team and Mayor (including post room)).

Corporate Financing

Corporate financing sets out how the Council funds its revenue expenditure. The Council funds the majority of its activities from the collection of Council Tax and Business Rates. There are also Grants such as the Lower Tier Services Grant, and New Homes Bonus that makes up this figure.

Expenditure such as the Councils Minimum Revenue Position for borrowing and the net effect of investment income and payments also sit in this area.

Community and Housing General Fund Services

This service area covers the following Services:

Community Safety ensures compliance of the Council's statutory duties under the Crime & Disorder Act 1998 alongside providing co-ordination and support to the statutory Community Safety Partnership. Project activity improves community safety and reduces risk of crime & disorder with a focus on prevention. Examples include a youth work team, Safer Spaces Scheme, Nominated Neighbour Scheme, Respect Programme.

The **Housing Strategy** team comprises of the Housing Strategy & Enabling Service which is responsible for developing strategies and policies for all housing services and the effective management and delivery of Bromsgrove's housing development programmes. The private sector housing team are responsible for ensuring good housing standards by private sector landlords. Included in this service is the support for Disabled Facilities Grants. The Climate Change Officer provides advice to services across the Council with the aim of bringing about carbon reduction and efficiencies, including grant applications and the delivery of energy efficiency schemes.

A door-to-door **community transport scheme** called Dial A Ride provides a community transport for those who cannot access or use public or private transport.

NEW Lifeline is a telecare and assistive technology alarm service available 24 Hours per day, 365 days per year to any vulnerable person living within the District. Services include a pull cord/pendant to summon assistance, bed and fire alarm sensors, support for residents with dementia.

Bromsgrove and Redditch **Starting Well** is a commissioned service that works in partnership with Worcestershire Health & Care Trust. The focus is on improving health outcomes and reducing inequalities at the individual, family and community levels across Worcestershire. The service will contribute to ensuring every child has the best start in life, they are ready to learn at 2, ready for school at 5, thrive and develop well during their school years and into adult life.

Environmental Services

This service area covers the following Services:

Environment

Environmental services and operations, deliver a wide range of boroughwide and 'place based' services including weekly waste collections to nearly 80,000 households, and a paid for garden waste service to 22,000 households across the 2 Council areas (Bromsgrove and Redditch). The teams also deliver both a commercial waste and commercial recycling service, and a septic tank and cesspool emptying service to both households and commercial customers.

Grass cutting and street cleansing services are delivered via our 6 place teams and the core environmental team also undertakes Environmental Enforcement across the 2 Council areas.

The other key service areas include management of the Councils tree stock including Tree Preservation Orders and high hedges applications. Bereavement services, deliver both cremations and burial services.

Support services include management of the Council transport and vehicle fleets including the provision of workshops at the two depots, a Stores Service, Design and management of civil engineering projects and customer management via the Business Support Team.

Our on street enforcement and land drainage services across the 2 Council areas are delivered by a public sector contract/shared services with Wychavon and Wyre Forest respectively.

Financial and Customer Services

This service area covers the following functions:

Finance

Corporate finance set the Councils financial agenda. They are responsible for the Councils financial regulations/controls and compliance to them, Supporting Members, the Chief Executive and CMT, setting and delivering the budget, closing the Council's Accounts, in year monitoring of the Councils financial position to stakeholders.

Management Accountancy is the primary source of financial support to Budget managers and Heads of Service. They are responsible for the delivery of the

operational budget, the monthly/quarterly monitoring, and the closure of accounts in liaison with budget managers and other Council staff.

Exchequer Services delivers the Councils Payment and Income Services along with running the GPC Card (procurement Card) system and Insurance.

Payroll Services is a small team which work closely with HR and finance and run the monthly payrolls for Bromsgrove, Redditch, Rubicon and Wyre Forest Councils.

Revenues Services

Revenue Services is responsible for the annual collection of £60m of non-domestic rates; £116m council tax, £27m in sundry income and is responsible for collection of £2.4m in overpaid housing benefit across both Redditch and Bromsgrove.

Benefit Services

The principal functions of the Benefits Service are to maximise benefit awareness and take-up and to assess benefit claims promptly and accurately.

The service area is responsible for paying over £30 million of Housing Benefit and almost £10 million Council Tax Support to our residents across both Councils.

We also have £60k Essential Living Fund budget to administer alongside the £250k Discretionary Housing Payments. Our experienced Financial Independence Team deal with the applications for these schemes.

Customer Services

Customer Services provided a comprehensive service to the council, mainly face-to-face enquiries on both reception and cashiers.

When the building was closed to the public during the C-19 pandemic, we quickly mobilised the Customer Service Officers to take council tax and business rates calls, as well as providing outbound calls for locality where tenants were in arrears. When the buildings were re-opened in July 2021, staff have maintained these functions, albeit with fewer numbers.

Legal, Democratic and Property Services

This service area covers the following Services:

Legal Services - The shared legal service for Bromsgrove and Redditch Councils, is an in-house support service, providing legal advice and representation to the Council in its governance and decision-making role and to all departments of the Council in the delivery of their services to residents and in achieving their strategic objectives, including: Procurement, Contract negotiation, Litigation (both as Plaintiff and Defendant), Prosecutions, Planning Agreements, Property transactions

(acquisitions and disposals), Corporate governance and supporting corporate projects, Member support and the decision-making process.

As well as these operational services, we have an over-arching responsibility to ensure that the Council acts in a lawful manner, is compliant with the regulatory and statutory regimes within which it operates and to protect the council's standing with the courts and other external organisations, and its reputation generally.

The Local Land Charges service sits with the shared legal service though there is a separate budget for Land Charges.

Bromsgrove District Council is the 'host' authority to Worcestershire Regulatory Services [WRS], the shared environmental health and licensing service for Worcestershire. The Council act as legal advisor to meetings of its governing body, the WRS Joint Committee and provide advice and representation for BDC and RBC environmental health and licensing cases.

Procurement - Procurement is a support service which is at the core of both Councils and Rubicon Leisure. The Service strives to promote compliance with legal and corporate regulations and drives efficiencies and savings through a corporate wide approach to purchasing.

The Team provides support both for active procurements across the organisations at all stages of a procurement and additionally provides advice on procurement strategy more generally. The Team also provides support with contract management, assisting teams in ensuring that contractors deliver what has been procured to the correct standards, at the correct time and at the right price.

Shared Electoral Services - The Democratic Services team facilitates Committee meetings, manages the decision-making process, including the work programmes (Forward Plans) and provides a support service to elected Members and officers.

Electoral Services manage and deliver elections and electoral administration

Property Services - The Property Services Team manage the asset portfolio in line with the Asset Management Strategy and all associated repairs, cyclical maintenance and refurbishment of the portfolio of properties, owned by the Council.

Planning, Regeneration & Leisure Services

The Planning, Regeneration and Leisure Service is composed of the following teams: Building Control: Strategic Planning and Conservation: Development Management: Leisure and Cultural Services. NWEDR and Emergency Planning and Business Continuity are managed by WFDC in a three-way shared service arrangement and these teams link into the Service.

Building Control - The Building Control team ensures buildings are safely constructed with appropriate fire escapes.

Strategic Planning and Conservation - The team prepares local plans and supplementary planning and conservation documents and provides general policy, conservation, and listed building advice.

Development Management - This team is responsible for processing all types of applications under planning legislation and investigating breaches of planning control.

Leisure and Cultural Services - Leisure Services includes the strategy development and management of parks and events and the development of arts, sports and cultural services

Economic Development and Regeneration - The team leads on regeneration initiatives, supporting businesses, shaping the skills agenda, and generally making sure the issues locally are appreciated by all who make or shape decisions or release funding.

Emergency Planning and Business Continuity - This function ensures the councils, with its partners are prepared for a range of scenarios.

Regulatory Services

Worcestershire Regulatory Services (WRS) is the shared Environmental Health and Licensing service governed by a Joint Board, making it part of the six Worcestershire District Councils, with Bromsgrove District Council as the host authority. We provide all the traditional environmental health and licensing regulatory services for the six Worcestershire District Councils to include health & safety for commercial premises, food hygiene inspections, environmental protection (nuisance, contaminated land, air quality, private water supplies and industrial permitting) as well as administration of the licensing regime for taxi's, drivers, pubs, nightclubs, pet shops, animal boarding, stables, zoos and street trading. In addition we provide some environmental health and licensing services and associated services under contract or agreement for other local authorities in and outside Worcestershire.

Overall Financial Position

Bromsgrove Base Position				
	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure	11,948	12,077	12,347	12,347
Funding	-10,360	-10,864	-10,724	-10,724
Net	1,588	1,213	1,623	1,623
Revised Gap 22/23 MTFP	1,588	1,213	1,623	1,623
Phase 1 Savings 2023/24 MTFP	-1,625	-1,847	-1,748	-1,748
Revised Position	-37	-634	-125	-125
Phase 1 Pressures 2023/24 MTFP	1,602	1,608	1,769	1,769
Phase 1 2023/24 MTFP Position	1,565	974	1,644	1,644
Local Government Settlement	-1715	-1200	-1200	-1200
Additional Savings (Phase 2)	-707	-707	-707	-707
Additional Pressures - Phase 2	1107	889	694	694
Final 2023/24 MTFP Position	250	-44	431	431
Known Changes				
23/4 Pay Award - 4% More than planned		770	770	770
Utilities Increases running at 60% - 40% Savings		-140	-140	-140
Existing Inflation Budget (Unallocated)		-188	-194	-194
Inflation on Contracts - additional 5%		90	90	90
Additional 1% on 24/5 Pay Award - to 3%		154	154	154
7% Additional Fees and Charges Income		-273	-273	-273
Additional 2% Pay Award for 26/7				308
Quarter 1 23/4 Overspend position	788			
Use of 23/4 Utilities Reserve	-351			
2% Council Tax 2025/6			-191	-191
2% Council Tax 2026/7				-195
Year 2 Fees and Charges Income at 2%			-101	-101
Year 3 Fees and Charges Income at 2%				-101
Increase in number of Properties (Ctax Income)		-36	-84	-121
Government Grant at 23/4 Levels		-515	-515	-515
Draft Opening Position	437	-182	-53	-78
Service Adjustments				
Reduction in Benefits Overpayments Target		200	200	200
Use of HVO Fuel by 100% of Fleet		30	30	30
Increase in HR Establishment		10	10	10
PRA Housing Licence Costs		15	15	15
Planning Enforcement through WRS		72	72	72
Increased Parking Enforcement SLA		93	93	93
NW/WM Increased Charges		39	39	39
Interest Charges on Updated Capital Programme		35	36	36
MRP Increases on Capital Programme		24	46	48
Revised Opening Position	437	337	488	465

Savings/Funding Proposals

Use of the Utilities Budget

	2024/25	2025/26	2026/27
Existing Budget	351,000	351,000	351,000
Savings Proposal	-140,000	-140,000	-140,000
Revised Budget	211,000	211,000	211,000

The utilities budget was increased by 100%, and an additional 100% put in reserves, to mitigate increased fuel charges due to the Ukraine crises. Costs are being monitored and they have only increased by 60%. The remaining 40% of the budget is therefore no longer required and is a savings.

Use of Existing Inflation Budgets

	2024/25	2025/26	2026/27
Existing Budget	188,000	194,000	194,000
Savings Proposal	-188,000	-188,000	-188,000
Revised Budget	0	0	0

Like the Utilities budget, due to increased prices, a budget was put in the 2023/4 MTFP for increased inflation. There has been no call on this budget to date this year and as such it is a savings.

Increases to Fees and Charges

	2024/25	2025/26	2026/27
Existing Budget	-3,786,000	-3,791,000	-3,791,000
7% Increase 24/5	-273,000	-273,000	-273,000
2% Increase 25/6		-101,000	-101,000
2% Increase 26/7			-101,000
Revised Budget	-4,059,000	-4,165,000	-4,266,000

It is proposed that fees and charges increase by 7% in 2024/5 – which in line with the 7% level of the pay award this year and Inflation which is presently 6.8%. Increases for future years have been assumed at 2%.

Increases to the Council Tax Base

	2024/25	2025/26	2026/27
Existing Budget	-9,545,000	-9,545,000	-9,545,000
2% Increase in 2025/6		-191,000	-191,000
2% Increase in 2026/7			-195,000
Increased Properties	-36,000	-84,000	-121,000
Revised Budget	-9,581,000	-9,820,000	-10,052,000

Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP and no increase in numbers of properties. In reviewing base budgets, the full 1.99% was not applied to 2025/6 and it has also been applied to the new financial year on the MTFP. It is assumed that housing numbers will increase by 150, 200 and then 150 over the three years based on Local Plan data.

Government Support Assumptions

	2024/25	2025/26	2026/27
Existing Budget			
Savings Proposal	-515,000	-515,000	-515,000
Revised Budget			

Our assumption on the Local Government Settlement in the 2023/4 MTFP is £515k less than the Council received in 23/4. The Council took a prudent approach at that stage. On reviewing settlements however, since the removal of the RSG, they have been consistent and therefore this sum has been bought in line with 2023/4 settlement levels.

Growth Proposals

2023/24 Pay Award

	2024/25	2025/26	2026/27
Existing Budget	15,512,000	15,742,000	15,742,000
Growth Proposal	770,000	770,000	770,000
Revised Budget	16,282,000	16,512,000	16,512,000

The jointly negotiated employers pay award for 2023/4 is approximately 7% (slightly lower than last year). The Council budgeted for a 2% increase and therefore this growth bid ensures budget reflect the expected pay award.

Future Pay Awards

	2024/25	2025/26	2026/27
Existing Budget	16,282,000	16,512,000	16,512,000
1% on 24/5 pay budget	154,000	154,000	154,000
2% Pay Award in 2026/7	0	0	308,000
Revised Budget	16,436,000	16,666,000	16,974,000

As set out above, the Council budgets for a 2% Pay award. It is felt that it is prudent, given the large pay awards of the past 2 years, to increase this to 3% for 2024/5 before reducing the ongoing effect to 2% for future years.

Contract Inflation

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	90,000	90,000	90,000
Revised Budget	90,000	90,000	90,000

Although we have taken out the inflation budget, that has not been called on, from last years MTFP, we feel it is prudent to allow for inflationary increases in 2025/6.

Benefits Overpayments

	2024/25	2025/26	2026/27
Existing Budget	-500,000	-500,000	-500,000
Growth Proposal	200,000	200,000	200,000
Revised Budget	-300,000	-300,000	-300,000

There is presently a target of £500k for the reclaiming of Benefit overpayments. We now have more accurate information and processes which mean that initial payments are more accurate and the need for recovery of overpayments has diminished. Over the past 2 years the Council has recovered under half of this amount (with many linked to Universal Credit payments) and so it is prudent to reduce this amount to £300k.

Use of HVO Fuel

	2024/25	2025/26	2026/27
Existing Budget	262,000	262,000	262,000
Growth Proposal	30,000	30,000	30,000
Revised Budget	292,000	292,000	292,000

The Government has still not provided guidance on Waste delivery. The Council has a diesel fleet which could use HVO fuel would reduced the Carbon footprint of the fleet and the Council significantly. With alternatives to Diesel (Electric and Hydrogen powered vehicles) being extremely expensive with vehicles 2 to 4 times more expensive than existing vehicles it would be prudent to ensure the fleet used HVO fuel, significantly reducing the Council's carbon footprint. However, HVO fuel at the moment is significantly more expensive than diesel and this would cost an additional £100k a year. The Councils Carbon pledge is to move to this position over time so a £30k increase in budget allows for, prices dependent a 30% use of this fuel and an estimated savings of 206 tonnes of greenhouse gases from the fleet.

Increase of Human Resources Establishment

	2024/25	2025/26	2026/27
Existing Budget	525,339	537,126	537,126
Growth Proposal	10,000	10,000	10,000
Revised Budget	535,339	547,127	547,126

The HR structure reports into one post. This funding added a second senior post to relieve pressure in this service area. This is a shared service and so costs are split with Redditch

Private Sector Housing – Monitoring Software

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	15,000	15,000	15,000
Revised Budget	15,000	15,000	15,000

There is the new requirement for the monitoring of the Private Housing Sector. There is a capital bid of £30k for software to undertake this. The ongoing licensing costs are £15k a year as they will be shared with Redditch.

Planning Enforcement through Worcester Regulatory Services

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	72,000	72,000	72,000
Revised Budget	72,000	72,000	72,000

The present pilot scheme on planning enforcement being delivered by Worcester Regulatory Services is regularised as part of the budget at an ongoing cost of £72k a year.

On and Off Street Parking Management and Enforcement Contracts

	2024/25	2025/26	2026/27
Existing Budget	242,000	242,000	242,000
Growth Proposal	93,000	93,000	93,000
Revised Budget	335,000	335,000	335,000

The Service Level Agreement between the Council and Wychavon District Council for the management and enforcement of on and off street parking increases from £242k to £335k a year, an increase of £93k a year. This is a new 5 year contract

which will commence on the 1st April 2024. Future years increases of this contract will increase with CPI.

North Worcestershire Water Management Service Level Agreement

	2024/25	2025/26	2026/27
Existing Budget	61,000	61,000	61,000
Growth Proposal	39,000	39,000	39,000
Revised Budget	100,000	100,000	100,000

The North Worcestershire Water Management Service Level Agreement with Redditch and Wyre Forest is being revised to reflect actual provision. The existing allocations are the existing proportion of costs are Wyre Forest 52% (£105k), Redditch 26% (£66k) and Bromsgrove 22%. (£61k). These will change to 43% Bromsgrove, 32% Wyre Forest and 25% Redditch. This would be a current year budget equivalent of Bromsgrove £100k, Redditch £67k and Wyre Forest £72k.

Increased MRP Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	1,236,000	1,456,000	1,456,000
Growth Proposal	24,000	46,000	48,000
Revised Budget	1,260,000	1,502,000	1,504,000

The Capital section sets out changes to Capital Programme requirements. Minimum Revenue Provision (MRP) is required to offset the cost of Capital. For the IT changes, the lifetime is 5 years, for the remainder it is assumed to be 10 years.

Increased Interest Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	586,000	504,000	504,000
Growth Proposal	35,000	36,000	36,000
Revised Budget	621,000	540,000	540,000

The Capital section sets out changes to Capital Programme requirements. As this will be debt funded, the interest charges for that debt need to be accounted for. For the IT changes, the lifetime is 5 years and attracts an interest charge of 5.27%, for the remainder it is assumed to be 10 years and attracts an interest charge of 5.37%. Interest costs are as per Public Works Loan Board Rates as at the 11th October.

Capital Programme Proposals

Summary Position

	23/4	24/5	25/6	26/7	27/8
Q1 Approves Change - Fleet Replacement Costs	£9,400		£15,000		
Q1 Approved Change - Wheely Bin Increas	£85,000				
Q1 Approved Change - Wild Flowes Machinery	£62,000				
Revised Total	£156,400	£0	£15,000	£0	£0

Narrative

The update of Fleet Replacement costs. This is an increase of 94k in 22/23 and £15k in 25/26. Over a 10 year period the cost of this is £10.9k MRP plus interest at 5.63% of £6.1k is an additional cost of £17.0k per year.

Increase in wheely bin budget. The estimated spend on wheeled bins is likely to be closer to £150k based on previous expenditure. We have recently changed to Plastic bins for commercial which should bring that down a bit, but the overspend is likely to be in the region of £85k. Over a 10 year period the cost of this is £8.5k MRP plus interest at 5.63% of £4.8k is an additional cost of £13.3k per year.

New Capital budget for wildflowers equipment is added - £62,100 in 23/24. If this capital cost is reduced over a 10 year period the additional MRP is £6.2k per year and interest costs are £3.5k giving a total additional cost of £9.7k per year.

In addition to this there are also the following Leisure Proposals following the initial Play Audits. More are expected following consultation with Members:

Leisure Requirements	23/4	24/5	25/6	26/7	27/8
Cotton Pool Sanders Park	£32,500				
Sanders Park Pavilion improvements		£10,000			
Sanders Park refurbishments to café building exterior		£10,000			
BDC Play areas	£35,000	£100,000			
Additional parking as per Engineering team plan Sanders Park		£215,000			
Pathway and parking areas repairs Sanders Park		£14,500			
ClIr request Install height restrictor and bollards / hoops to car park to prevent traveller access		£15,000			
MMP recommendation. Check that the access ramp from Leach Heath Lane is DDA compliant. St Chads	£20,000				
Total	£87,500	£364,500	£0	£0	£0

Consultation Feedback Form

BUDGET CONSULTATION FORM

We want to hear the opinions of all residents, partner organisations, businesses and other interested parties as part of the budget setting process.

People will be able to give their opinions by completing an online survey on the council website by the 5th January 2024.

Hard copies can be requested by emailing the finance team at the Council

The consultation will close on 5th January 2024 at 5pm. Cabinet will consider comments on Wednesday 17th January 2024 and Full Council will debate the Tranche One proposals on Wednesday 24 January 2024.

The consultation will ask the following questions:

1. Do you have any comments to make about the phase one budget proposals?

2. Having read the phase one proposals document, how much do you now feel you understand about why the council must make total savings in Tranche 1 of the budget of almost £1,239million in 2024/25 made up of council tax and fees and charges increases, and reductions to the utilities and inflation budgets? Tick the answer you agree with.

- A great deal
- A fair amount
- Not very much
- Nothing at all

3. If you have any specific ideas about how the council can save money or generate additional income to protect services, please state these here:

So that we can check this survey is representative of Bromsgrove overall, please complete the following questions.

Are you?

- Male
- Female

Please tick which of the following best describes who you are:

- Resident
- Business person
- Member of council staff
- Borough councillor
- Work, but don't live in Bromsgrove
- Member of community or voluntary organisation
- Regular visitor
- Other (please state).....

Which of these age groups do you fall into?

- Under 16
- 16 to 24 years
- 25 to 34 years
- 35 to 44 years
- 45 to 54 years
- 55 to 64 years
- 65 to 74 years
- 75 years or over
- Prefer not to say

What is your ethnic group?

A White

English/ Welsh/ Scottish/ Northern Irish/ British

Gypsy or Irish Traveller

Any other white background

B Mixed/ multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/ multiple ethnic background

C Asian/ Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, write in

D Black/ African/ Caribbean/ Black British

African

Caribbean

Any other Black/ African/ Caribbean background

E Other ethnic group

Any other ethnic group

Do you consider yourself to have a disability?

Yes.....

No

Thank you for taking the time to complete this survey

Appendix B – Possible Savings Areas

- Rationalisation of the Back Office (and associated recharges).
- Equalities Budgets – ensure both Councils are delivering to the same magnitude.
- Government Grant Maximisation.
- The Approach to Leisure.
- Agency work with the County Council.
- Review of the Location of the Councils Depots.
- Bed and Breakfast – Minimisation of these potential costs.
- The future Waste Operating model and implications for the Council.
- Ongoing Climate change issues.
- Service based changed led by legislation/demographics which will be discussed with relevant Heads of Service.
- Debt costs – given the slippage in the Capital Programme.
- Business Rates Re-baselining.

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BROMSGROVE DISTRICT COUNCIL

Increases 24/5

7%

WRS Increase

7%

Parking Increases 24/5

0%

Business Transformation and Organisational Development							
Roundings are generally rounded to the nearest 10p.							
Service Category	Charge 1st April 2021	% Change	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£		£		£		£
<u>New & Existing Properties</u>							
Naming a Street	554.10	5.00%	581.80	10%	639.98	7%	684.80
Additional charge for each new premise on a street	130.00	5.00%	136.50	10%	150.15	7%	160.70
Naming and numbering of an individual premise	274.00	5.00%	287.70	10%	316.47	7%	338.60
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.06%	80.90	10%	88.99	7%	95.20
Confirmation of address to solicitor/conveyancer/ occupier or owner	53.60	5.04%	56.30	10%	61.93	7%	66.30
Additional charge including naming of building	138.00	5.00%	144.90	10%	159.39	7%	170.50

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
<u>CAR PARKS</u>						
Churchfields Multi-storey						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	3.00	3.00	0%	3.00	0%	3.00
New Road						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
North Bromsgrove						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
Parkside						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
School Drive						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
Stourbridge Road						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00

Service Category	charge 1st April 2021	Proposed charge from 2022				
	£	£				
Recreation Road South						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
Not exceeding four hours	3.20	3.20	0%	3.20	0%	3.20
Not exceeding five hours	4.00	4.00	0%	4.00	0%	4.00
Not exceeding Six hours	6.40	6.40	0%	6.40	0%	6.40
Not exceeding Seven hours	8.80	8.80	0%	8.80	0%	8.80
Not exceeding Eight hours	11.20	11.20	0%	11.20	0%	11.20
Windsor Street						
Not exceeding 30 minutes	0.50	0.50	0%	0.50	0%	0.50
Not exceeding one hour	1.00	1.00	0%	1.00	0%	1.00
Not exceeding two hours	2.00	2.00	0%	2.00	0%	2.00
St John Street						
Not exceeding 30 minutes	0.50	0.50	0%	0.50	0%	0.50
Not exceeding one hour	1.00	1.00	0%	1.00	0%	1.00
Not exceeding two hours	2.00	2.00	0%	2.00	0%	2.00
Not exceeding three hours	3.00	3.00	0%	3.00	0%	3.00
Season Tickets (valid at long stay car parks only)						
Annual	320.00	320.00	0%	320.00	0%	320.00
Quarterly	80.00	80.00	0%	80.00	0%	80.00
Season Tickets (valid at Churchfields Road car park only)						
Annual	215.00	215.00	0%	215.00	0%	215.00
Quarterly	53.75	53.75	0%	53.75	0%	53.80
Season Tickets (valid at Alvechurch Sports and Social club car park only)						
Annual	250.00	250.00	0%	250.00	0%	250.00
Quarterly	62.50	62.50	0%	62.50	0%	62.50
Parking Fines PCN's On Street						
Certain Contraventions	70.00	70.00	Stat	70.00	Stat	70.00
If paid within fourteen days	35.00	35.00	Stat	35.00	Stat	35.00
Other contraventions	50.00	50.00	Stat	50.00	Stat	50.00
If paid within fourteen days	25.00	25.00	Stat	25.00	Stat	25.00
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>						
Parking Fines PCN's Off Street						
Certain Contraventions	70.00	70.00	Stat	70.00	Stat	70.00
If paid within fourteen days	35.00	35.00	Stat	35.00	Stat	35.00
Other contraventions	50.00	50.00	Stat	50.00	Stat	50.00
If paid within fourteen days	25.00	25.00	Stat	25.00	Stat	25.00
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>						

Car Park charges apply everyday

BROMSGROVE DISTRICT COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
<u>Venue hire additional services</u>						
Feature on official social media & website	Please contact us £30-£100	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Place your promotional material in reception	10.00	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Print your materials	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Full design & print services:						
Luxury roll-up banner - Flat rate	102.50	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Vinyl banner	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Posters (10)	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Leaflets (500)	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Printing up to A0 size, with a range of finishing options on papers and cards. Tiny labels to large banners, binding and laminating, booklets, copies, reports, posters, duplicate pads, brochures, leaflets, flyers, & more. Integrated in-house Design team services also available.	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Your bespoke requirements	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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BROMSGROVE DISTRICT COUNCIL						
Community & Housing Services						
Roundings are generally rounded to the nearest 10p.						
Service Category	Charge 1st April 2020 £	Charge from April 2021 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
STRATEGIC HOUSING						
Bed and breakfast						
- Single room	16.10	16.10	10%	17.71	7%	18.90
- Two single rooms	32.50	32.50	10%	35.75	7%	38.30
- Double room	16.10	16.10	10%	17.71	7%	18.90
- More than one double room per room	21.00	21.00	10%	23.10	7%	24.70
- Breakfast						
- adult	2.50	2.60	10%	2.86	7%	3.10
- child	2.10	2.20	10%	2.42	7%	2.60
- Storage of effects (per night)	2.60	2.70	10%	2.97	7%	3.20
- Right to Buy (RTB) Plan Preparation for BDHT	119.70	125.70	10%	138.27	7%	147.90
- Late Consents to transfer (shared ownership and low cost properties)	250.00	262.50	10%	288.75	7%	309.00
Private Sector Housing						
Housing Fitness Inspections	150.00	150.00	10%	165.00	7%	176.60
First Homes Application	0.00	0.00	New	150.00	7%	160.50
Registration of housing in multiple occupation:						
per occupant	122.00	128.10	10%	140.91	7%	150.80
Service and Administration of Improvement	34.00	35.70	10%	39.27	7%	42.00
Provision, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour						
	Actual + 10% Admin fee	Actual + 10% Admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Enforcement of Statutory Notices, Supervision of Work in Default etc.						
Mobile Home Park Licencing - New Licence Application Fee		326.67	10%	359.34	7%	384.50
- Licence Amendment Application Fee		256.67	10%	282.34	7%	302.10
- Licence Transfer Application Fee		186.67	10%	205.34	7%	219.70
Mobile Home Park - Annual Site Inspection Charge -Band A (2-10 units)		256.67	10%	282.34	7%	302.10
-Band B (11-30 units)		274.17	10%	301.59	7%	322.70
- Band C (31-70 units)		385.00	10%	423.50	7%	453.10
- Band D (71 + units)		420.00	10%	462.00	7%	494.30
Mobile Home Park Statutory Registration or amendment of Park Home Rules		99.17	10%	109.09	7%	116.70
- Valuation Fee (relating to properties of 30% ownership)	225.00	300.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
*Based on salary of employee						
LIFELINE						
- Installation Fee	52.00	52.00	0%	52.00	7%	55.60
- Lifeline (per week)	4.25	4.50	5%	4.70	0%	0.00

	Cost of product + 17% admin fee	Cost of product + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	Manufacturers cost + 17% admin fee	Manufacturers cost + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- Replacement Pendant						
- Key Safe						
- GSM Alarm Hire	5.50	5.50	0%	5.50	0%	5.50
- GPS Tracker Hire	7.00	7.40	-25%	5.50	0%	5.50
- Daily Living Activity Equipment	7.00	7.40	0%	7.40	7%	7.90
HIRE PRODUCTS						
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.40	1.50	0%	1.50	4%	1.55
CO2 Detector per week	1.40	1.50	0%	1.50	4%	1.55
Bogus Caller Panic Button	1.40	1.50	0%	1.50	4%	1.55
Flood Detector	1.40	1.50	0%	1.50	4%	1.55
Falls Detector	1.40	1.50	0%	1.50	4%	1.55
Additional pendant	1.40	1.50	0%	1.50	4%	1.55
Temperature extreme sensor	1.40	1.50	10%	1.65	4%	1.55

BROMSGROVE DISTRICT COUNCIL

Environmental Services						
Service Category	Charge 1st April 2021	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£	£		£		£
CEMETERY						
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc						
Interments in a grave						
- children aged under 1 year	No Charge	No Charge				
- children aged under 1 year (non resident)	114.00	119.70	10%	131.67	7%	140.90
- children aged 1 year - 17 years	No Charge	No Charge				
- children aged 1 year - 17 years (non resident)	166.00	174.30	10%	191.73	7%	205.20
- persons aged 18 and over	636.00	667.80	10%	734.58	7%	786.00
Interment in a bricked grave						
Interment of cremated remains						
Interment of Cremated Remains (under 17 years non residents only)	211.00	221.55	10%	243.71	7%	260.80
	78.00	81.90	10%	90.09	7%	96.40
Exclusive rights of burial (75-year grants)						
Scattering cremated remains in grave	89.00	93.45	10%	102.80	7%	110.00
Exclusives						
- adult grave space	1,603.00	1,683.15	10%	1,851.47	7%	1,981.10
- child grave space	292.00	306.60	10%	337.26	7%	360.90
- cremated remains plot	612.00	642.60	10%	706.86	7%	756.30
Renewal of expired deed (single fee charged in all cases)						
-Burial	457.00	479.85	10%	527.84	7%	564.80
-Cremated remains	179.00	187.95	10%	206.75	7%	221.20
-Ashes grave purchased in reserve	733.00	769.65	10%	846.62	7%	905.90
- Full grave purchased in reserve	1,969.00	2,067.45	10%	2,274.20	7%	2,433.40
- Disinterment of Remains - Cremated Remains	557.00	584.85	10%	643.34	7%	688.40
- Wooden cremated remains casket	97.00	101.85	10%	112.04	7%	119.90
Memorials						
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	104.00	109.20	10%	120.12	7%	128.50
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	863.00	1,188.00	10%	1,306.80	7%	1,398.30
Bench replacement plaque - £110.00	820.00	1,130.00	10%	1,243.00	7%	1,330.00
-Assignment / Transfer of Exclusive Right of Burial	118.00	163.40	10%	179.74	7%	192.30
Exhumation Ground works	104.00	109.20	10%	120.12	7%	128.50
New Container	211.00	221.55	10%	243.71	7%	260.80
Officer time	97.00	125.00	10%	137.50	7%	147.10
Cremator usage	216.00	226.80	10%	249.48	7%	266.90
	33.00	34.65	10%	38.12	7%	40.80
Certified copy of entry	23.00	24.15	10%	26.57	7%	28.40

Bird bath memorial							
5 Year Lease							
- size 1 (small)	210.00	222.60	10%	244.86	7%	262.00	
- size 2	234.00	247.80	10%	272.58	7%	291.70	
- size 3	258.00	273.00	10%	300.30	7%	321.30	
- size 4	280.00	297.20	10%	326.92	7%	349.80	
- size 5 (large)	304.00	322.40	10%	354.64	7%	379.50	
10 Year Lease							
- size 1 (small)	327.00	346.50	10%	381.15	7%	407.80	
- size 2	351.00	371.70	10%	408.87	7%	437.50	
- size 3	373.00	396.90	10%	436.59	7%	467.20	
- size 4	397.00	421.10	10%	463.21	7%	495.60	
- size 5 (large)	421.00	444.20	10%	488.62	7%	522.80	
20 Year Lease							
- size 1 (small)	444.00	470.40	10%	517.44	7%	553.70	
- size 2	467.00	495.60	10%	545.16	7%	583.30	
- size 3	490.00	520.80	10%	572.88	7%	613.00	
- size 4	514.00	545.00	10%	599.50	7%	641.50	
- size 5 (large)	538.00	570.20	10%	627.22	7%	671.10	
Motif	117.00	124.00	10%	136.40	7%	145.90	
Memorial Vaults							
Double unit - 20 year lease in first interment and casket	1,310.00	1,390.20	10%	1,529.22	7%	1,636.30	
2nd interment of remains including casket	181.00	191.10	10%	210.21	7%	224.90	
Inscribed tablet of upto 80 letters	147.00	155.40	10%	170.94	7%	182.90	
Additional letters (per letter)	4.20	4.50	10%	4.95	7%	5.30	
Standard Motif	105.00	111.30	10%	122.43	7%	131.00	
Photo of 1 person	126.00	133.40	10%	146.74	7%	157.00	
Photo of 2 people	199.00	211.10	10%	232.21	7%	248.50	
Photo of 3 people	257.00	272.00	10%	299.20	7%	320.10	
Other items are available but quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY		Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Memorial Posts							
Memorial plaque - 3 year lease	251.00	266.70	10%	293.37	7%	313.90	
Motif	47.00	50.40	10%	55.44	7%	59.30	
Replacement Plaque	126.00	133.40	10%	146.74	7%	157.00	
Private Memorial Garden							
Including memorial - 20 year lease	1,678.00	1,778.70	10%	1,956.57	7%	2,093.50	
Additional Inscription on Plaque	147.00	154.35	10%	169.79	7%	181.70	
REFUSE COLLECTION							
Bulky Household Waste							
Proposed Charges							
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the							

	9.00	9.50				
Bulky collection - single unit*			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
*Depending on size items maybe charged for as a multiple of units						
Items that are classed by WCC as non domestic waste	Quotation	Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Items not on the boundary of the property	Quotation	Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Litter and Dog Bins (Yearly Charge)						
High Usage Site First Bin	850.00	850.00	10%	935.00	7%	1,000.50
High Usage Site Additional Bins (each)	350.00	350.00	10%	385.00	7%	412.00
Medium Usage Site First Bin	425.00	425.00	10%	467.50	7%	500.20
Medium Usage Site Additional Bins (each)	175.00	175.00	10%	192.50	7%	206.00
Low Usage Site First Bin	210.00	210.00	10%	231.00	7%	247.20
Low Usage Site Additional Bins (each)	90.00	90.00	10%	99.00	7%	105.90
Parish Lengthsman Work						
Hourly Rate	15.75	15.75	10%	17.33	7%	18.50
High Hedge Complaints	595.10	624.90	10%	687.39	7%	735.50
High Hedge Complaints - reduced for people on benefits	237.60	249.50	10%	274.45	7%	293.70
Investigation of Abandoned Vehicles on Private Land						
Per Vehicle	60.00	60.00	10%	66.00	7%	70.60
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	50.00	10%	55.00	7%	58.90
Garden Waste Collection Service (2021/23)	46.00	46.00	10%	50.60	7%	54.10
Re-issue of service	40.00	40.00	10%	44.00	7%	47.10
Road Closures						
New Charge - £80 per Road closure plus VAT				80.00	7%	85.60

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BROMSGROVE DISTRICT COUNCIL

Financial and Customer Service

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	Charge 1st April 2021	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£	£		£		£
<u>LOCAL TAX COLLECTION</u>						
	67.50	67.50	10%	74.25	7%	79.40
- Council Tax Court Costs (includes Magistrates Court fee of 50p)	97.50	97.50	10%	107.25	7%	114.80
- NNDR Court Costs (includes Magistrates Court fee of 50p)	0.50	0.50	10%	0.55	7%	0.60
- Magistrates' court fee (added to both council tax and NNDR Summons)						

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BROMSGROVE DISTRICT COUNCIL

Legal, Democratic and Property Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
ELECTORAL REGISTRATION						
Register Sales*						
In data form						
- basic fee	20.00	20.00	Stat	20.00	Stat	20.00
- for each 1,000 names or part thereof	1.50	20.00	Stat	20.00	Stat	20.00
In printed form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	5.00	5.00	Stat	5.00	Stat	5.00
Marked Election Register Sales*						
In data form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	1.00	1.00	Stat	1.00	Stat	1.00
In printed form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	2.00	2.00	Stat	2.00	Stat	2.00
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	5.00	Stat	5.00	Stat	5.00
Miscellaneous Charges						
* Address labels printed	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - for each 1,000 properties or part thereof	6.80	6.80	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- street list	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - Data Property Addresses	24.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - For each 1,000 properties or part thereof	1.90	1.90	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
LEGAL						
- Legal work (per hour)	146.80	155.60	10%	171.16	7%	183.10
- Legal Consent - Admin Fee	26.10	27.70	10%	30.47	7%	32.60
- RTB	205.10	217.40	10%	239.14	7%	255.90
- Consent for proposed works	161.20	170.90	10%	187.99	7%	201.10
- Retrospective Consent	169.60	179.80	10%	197.78	7%	211.60
Garden License	249.80	264.80	10%	291.28	7%	311.70
Wayleave Agreement	374.70	397.20	10%	436.92	7%	467.50
Deed of Grant or Easement	392.70	416.30	10%	457.93	7%	490.00
License to Assign	392.70	416.30	10%	457.93	7%	490.00
Rent Deposit Deed	392.70	416.30	10%	457.93	7%	490.00
Authorised Guarantee Agreement	392.70	416.30	10%	457.93	7%	490.00
License for Alterations	392.70	416.30	10%	457.93	7%	490.00
License to Sublet	392.70	416.30	10%	457.93	7%	490.00
Deed of Variation	392.70	416.30	10%	457.93	7%	490.00
Grant of Lease	531.10	563.00	10%	619.30	7%	662.70
Extended Lease	531.10	563.00	10%	619.30	7%	662.70
Deed of Surrender	392.70	416.30	10%	457.93	7%	490.00
Tenancy at Will	392.70	416.30	10%	457.93	7%	490.00
Renewal of Lease	392.70	416.30	10%	457.93	7%	490.00

Section 106:						
- Private Owner	548.70	581.60	10%	639.76	7%	684.50
- Each additional unit added (up to a maximum of £1,650)	73.50	77.90	10%	85.69	7%	91.70
- Affordable housing schemes	1,030.10	1,091.90	10%	1,201.09	7%	1,285.20
- Deed of Variation	391.50	415.00	10%	456.50	7%	488.50
- Fee for agreeing a unilateral undertaking	391.50	415.00	10%	456.50	7%	488.50
Other Fees						
- Fees for sale of property under Low Cost Housing Scheme	269.90	286.10	10%	314.71	7%	336.70
- Fees for purchase of additional 30% Share	176.10	186.70	10%	205.37	7%	219.70
- Fees for preparation of Deed of postponement	115.00	121.90	10%	134.09	7%	143.50
- Administration fee for the grant of licences for more than 12 months	64.60	68.50	10%	75.35	7%	80.60
- Issuing of consents (transfer of mortgage)	76.20	80.80	10%	88.88	7%	95.10
Minor land sales up to £10,000	515.70	546.60	10%	601.26	7%	643.30
Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Deed of Release of Covenant	392.70	416.30	10%	457.93	7%	490.00
- Footpath Diversion Orders	2,189.60	2,299.10	10%	2,529.01	7%	2,706.00
LAND SEARCHES						
Single Con29 Question						
Official Certificate of Search (LLC1) only	29.20	N/A				
CON29R Enquiries of Local Authority (2016)						
- Residential	111.60	111.60	10%	122.76	7%	131.40
- Commercial	156.30	156.30	10%	171.93	7%	184.00
Standard Search Fee: LLC1 and CON 29R combined						
- Residential	142.90	N/A				
- Commercial	188.90	N/A				
CON29O Optional enquiries of Local Authority (2007)						
(Questions 5,6,8,9,11,15) per question	13.50	14.20	10%	15.62	7%	16.70
(Questions 7,10,12,13,14,16-21) per question	6.80	7.10	10%	7.81	7%	8.40
(Question 22)	30.00	30.00	10%	33.00	7%	35.30
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	55.30	10%	60.83	7%	65.10
Question 4	15.80	15.80	10%	17.38	7%	18.60
Each additional parcel of land (LLC1 and CON29R)	24.70	N/A				
Expedited (within 48 hrs)	33.70	35.40	10%	38.94	7%	41.70
<u>PARKSIDE SUITE</u>						
<u>Per Hour (Suggest min Hire of 2hrs)</u>						
Main Room						
Community Group	23.00	24.00	10%	26.40	7%	28.20
Regular Hire	35.00	36.50	10%	40.15	7%	43.00
Commercial Hire	46.00	48.00	10%	52.80	7%	56.50
Committee Room						
Community Group	13.00	13.60	10%	14.96	7%	16.00
Regular Hire	19.00	19.80	10%	21.78	7%	23.30
Commercial Hire	25.50	26.60	10%	29.26	7%	31.30
Committee Room 2 – Full Day						
Community Group	75.00	0.00				
Regular Hire	88.00	0.00				
Commercial Hire	106.00	0.00				

Committee Room 2 – Half Day						
Community Group	45.00	0.00				
Regular Hire	60.00	0.00				
Commercial Hire	72.00	0.00				
Committee Room 2 – per hour (min 2Hours)						
Community Group	17.00	17.00	10%	18.70	7%	20.00
Regular Hire	22.00	22.00	10%	24.20	7%	25.90
Commercial Hire	30.00	30.00	10%	33.00	7%	35.30
Combined						
Community Group	31.00	32.50	10%	35.75	7%	38.30
Regular Hire	49.00	51.00	10%	56.10	7%	60.00
Commercial Hire	67.50	70.50	10%	77.55	7%	83.00
Half Day up to 5pm (max 4hrs)						
Main Room						
Community Group	86.00	90.00	10%	99.00	7%	105.90
Regular Hire	105.00	110.00	10%	121.00	7%	129.50
Commercial Hire	172.50	180.00	10%	198.00	7%	211.90
Committee Room						
Community Group	38.00	39.60	10%	43.56	7%	46.60
Regular Hire	52.00	54.30	10%	59.73	7%	63.90
Commercial Hire	65.00	68.00	10%	74.80	7%	80.00
Combined						
Community Group	105.00	109.50	10%	120.45	7%	128.90
Regular Hire	150.00	156.50	10%	172.15	7%	184.20
Commercial Hire	215.00	224.00	10%	246.40	7%	263.60
Full Day Up to 5pm						
Main Room						
Community Group	160.00	167.00	10%	183.70	7%	196.60
Regular Hire	200.00	208.70	10%	229.57	7%	245.60
Commercial Hire	280.00	292.00	10%	321.20	7%	343.70
Committee Room						
Community Group	65.00	67.80	10%	74.58	7%	79.80
Regular Hire	78.00	81.50	10%	89.65	7%	95.90
Commercial Hire	96.00	100.00	10%	110.00	7%	117.70
Combined						
Community Group	205.00	214.00	10%	235.40	7%	251.90
Regular Hire	260.00	271.00	10%	298.10	7%	319.00
Commercial Hire	345.00	360.00	10%	396.00	7%	423.70
Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight	345.00	360.00	10%	396.00	7%	423.70

Only half day and full day rates allowed for weekends. No hourly rates.

All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight Sunday hire rates by negotiation. Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.						
Customer Services						
Interview rooms (based at the service centre)						
- Per Full day (9am - 5pm)	44.40	46.30	10%	50.93	7%	54.50
- Per Half day (9am-1pm/1pm-5pm)	27.80	29.00	10%	31.90	7%	34.10
	9.50	9.90				
- Per hour (1Full hour only)			10%	10.89	7%	11.70
Bromsgrove Markets						
3 x 3 Market Stall (per day)						
Tuesday Regular Trader	26.50	27.30	10%	30.03	7%	32.10
Tuesday Casual Trader	28.50	29.40	10%	32.34	7%	34.60
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90
Friday Regular Trader	30.50	31.40	10%	34.54	7%	37.00
Friday Casual Trader	32.50	33.50	10%	36.85	7%	39.40
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90
Saturday Regular Trader	32.50	33.50	10%	36.85	7%	39.40
Saturday Casual Trader	34.50	35.50	10%	39.05	7%	41.80
Each additional stall requested	12.00	12.35	10%	13.59	7%	14.50
Catering Van						
Tuesday Regular Trader	25.50	26.25	10%	28.88	7%	30.90
Tuesday Casual Trader	30.00	30.90	10%	33.99	7%	36.40
Friday Regular Trader	29.50	30.40	10%	33.44	7%	35.80
Friday Casual Trader	34.00	35.00	10%	38.50	7%	41.20
Saturday Regular Trader	31.50	32.45	10%	35.70	7%	38.20
Saturday Casual Trader	36.00	37.10	10%	40.81	7%	43.70
All 3 days (Annual booking per week) - Charge to be deleted	78.00	0.00	10%	0.00	7%	0.00
All 3 days (Casual booking per week) - Charge to be deleted	83.60	0.00	10%	0.00	7%	0.00
Table only booking for Craft Markets (only available in good weather)						
First two 5ft tables	15.00	15.45	10%	17.00	7%	18.20
each additional table	5.00	5.15	10%	5.67	7%	6.10
Electric						
Regular 3 day traders	9.20	9.50	10%	10.45	7%	11.20
Casual/Single day traders per day	5.00	5.15	10%	5.67	7%	6.10
Trade Waste Collection						
Regular 3 day traders	2.60	2.70	10%	2.97	7%	3.20
Casual/Single day traders	5.00	5.15	10%	5.67	7%	6.10
Other Market Charges - New Charges						
Vintage, Craft and Food Markets						
Single Stall	20.00	20.60	10%	22.66	7%	24.20
Additional stalls	10.00	10.30	10%	11.33	7%	12.10
Catering units/pitch	15.00	15.45	10%	17.00	7%	18.20
Sunday Food Festival Markets						

	price on negotiation	price on negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Price by negotiation to include staff on cost and overtime						
Seasonal Traders						
Seasonal supplement per stall for seasonal adhoc traders in December	5.00	5.20	10%	5.72	7%	6.10
Market Hire						
Hiring cost of providing a market to Parish Councils or other organisations	700.00	721.00	10%	793.10	7%	848.60
Trader Incentive Scheme						
New traders attending the market on a Tuesday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	14.25	14.70	10%	16.17	7%	17.30
New traders attending the market on a Friday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	15.25	15.70	10%	17.27	7%	18.50
New traders attending the market on a Saturday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	17.25	17.80	10%	19.58	7%	21.00
Property Services - New Charges						
Minor Land Sales Request for Information	52.90	72.00	10%	79.20	7%	84.70
Minor Land Sales Full Application	387.35	492.00	10%	541.20	7%	579.10
Advertising - Estimated Fee	657.30	NIL				
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	0.00	360.00	10%	396.00	7%	423.70
Surveyors Fees - Estimated Fee	528.25	NIL				
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	0.00	90.00	10%	99.00	7%	105.90

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BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
Development Management						
Pre Application Fee						
Residential Development/ Development Site Area/Proposed Gross Floor Area						
Householder Development	103.00	109.00				
1* Dwelling	222.00	234.00	10%	119.90	7%	128.29
2-4 Dwellings	333.00	350.00	10%	257.40	7%	275.42
5-9 Dwellings	666.00	700.00	10%	385.00	7%	411.95
10 - 49 Dwellings	1,333.00	1,400.00	10%	770.00	7%	823.90
50 - 99 Dwellings	2,443.00	2,566.00	10%	1,540.00	7%	1,647.80
100 - 199 Dwellings	3,333.00	3,500.00	10%	2,822.60	7%	3,020.18
200+ Dwellings	4,443.00	4,665.00	10%	3,850.00	7%	4,119.50
* includes one-for-one replacements				5,131.50	7%	5,490.71
Non-residential development (floor space)						
Floor area is measured externally						
Less than 500sqm	308.00	324.00	10%	356.40	7%	381.35
500 - 999sqm	556.00	584.00	10%	642.40	7%	687.37
1000 - 1999sqm	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56
2000 - 4999sqm	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76
5000 - 9999sqm	2,777.00	2,916.00	10%	3,207.60	7%	3,432.13
10,000sqm or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50
Non-residential development (site area) where no building operations are proposed						
Less than 0.5ha	334.00	351.00	10%	386.10	7%	413.13
0.5 - 0.99ha	666.00	700.00	10%	770.00	7%	823.90
1 - 1.25ha	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56
1.26 - 2ha	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76
2ha or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50
Variation/removal of conditions and engineering operations (flat fee)	205.00	216.00	10%	0.00	7%	0.00
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost	Full recovery cost	10%	237.60	7%	254.23
			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Monitoring Fees to be applied to Planning Obligations						
Obligations where the Council is the recipient						
All contributions (financial or non-monetary) - PER OBLIGATION	298.00	313.00	10%	344.30	7%	368.40
Pre-commencement trigger - PER OBLIGATION	103.00	109.00	10%	119.90	7%	128.29
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	162.00	10%	178.20	7%	190.67
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	130.00	10%	143.00	7%	153.01

Obligations for another signatory (eg. Worcestershire County Council)						
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	189.00	10%	207.90	7%	222.45
Pre-commencement trigger - PER OBLIGATION	62.00	66.00	10%	72.60	7%	77.68
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	97.00	10%	106.70	7%	114.17
Ongoing Monitoring of large sites	410.00	431.00	10%	474.10	7%	507.29

Fee Concessions

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building.

Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

BUILDING CONTROL -2021 - VAT AT 20%

Explanatory notes

1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc.

Category B: Extending or altering existing homes

Category C: Any other project including commercial or industrial projects etc.

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require. In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

3 Exemptions and reductions in charges.

a If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.

b You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

4 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.

5 Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

6. Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

Other information

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.

2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:

Bromsgrove 01527 881402

Service Category	charge 1st April 2020 £	Proposed charge from 2021 £				
TABLE A: Standard Charges for the Creation or Conversion to New Housing						
Application Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)						

Application Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Garage Conversion to habitable room						
Application Charge	375.00	375.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	450.00	450.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Electrical works by non-qualified electrician						
Application Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
Renovation of thermal element						
Application Charge	231.00	231.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	275.00	275.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
Installing steel beam(s) within an existing house						
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
Window replacement						
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
Installing a new boiler or wood burner etc.						
Application Charge	440.00	440.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	530.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
TABLE C: All Other works - Alterations and new build						
Application Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

ARCHIVED APPLICATIONS						
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	72.30	72.30	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
WITHDRAWN APPLICATIONS						
Process request	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
With additional fees of:						
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £72.30 per site visit made	refund submitted fee less admin fee, less £72.30 per site visit made	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee	refund inspection fee (where paid up-front) less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS						
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances.	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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Agenda Item 13c

Optional Consultancy Services	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Charges Note						
Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.						
SPORTS DEVELOPMENT						
Community exercise class	3.50	3.70	10%	4.07	7%	4.35
Specialised health class	3.50	3.70	10%	4.07	7%	4.35
Primary Sports Project (Standard Curriculum)	30.00	NIL				
Primary Sports Project (Specialist Curriculum)	35.00	NIL				
Inclusive activities (hourly rate)	3.30	3.50	10%	3.85	7%	4.12
Inclusive activities (90 minute rate)	3.80	4.00	10%	4.40	7%	4.71
Inclusive activities (2 hour rate)	4.40	NIL				
Multi Skills clubs	4.00	NIL				
Community Gymnastics	4.00	4.20	10%	4.62	7%	4.94
Couch 2 5k	1.00	1.00	10%	1.10	7%	1.18
PSI Falls Prevention	3.50	3.70	10%	4.07	7%	4.35
SANDERS PARK						
Tennis Courts (per court per Hour)						
- Adult	7.55	7.95	10%	8.75	7%	9.36
- Adult & Junior	6.60	6.95	10%	7.65	7%	8.18
- Junior/Senior Citizen	5.05	5.30	10%	5.83	7%	6.24
Tennis Courts (per court per 1 and 1/2 Hour)						
- Adult	11.00	11.50	10%	12.65	7%	13.54
- Adult & Junior	9.50	10.00	10%	11.00	7%	11.77
- Junior/Senior Citizen	8.50	8.80	10%	9.68	7%	10.36
Bowls						
- Adult (per hour)	8.00	8.40	10%	9.24	7%	9.89
- Junior (per hour)	4.20	4.40	10%	4.84	7%	5.18
- Senior Citizen (per hour)	5.50	5.80	10%	6.38	7%	6.83
- Adult (season ticket)	53.50	55.00	10%	60.50	7%	64.74
- Junior (season ticket)	29.00	30.00	10%	33.00	7%	35.31
- Senior Citizen (season ticket)	39.00	40.00	10%	44.00	7%	47.08
Hire of Bowls Green Pavillion - half day (4 hours) - new charge	NEW	60.00	10%	66.00	7%	70.62
Hire of Bowls Green Pavillion - full day - new charge	NEW	90.00	10%	99.00	7%	105.93
OTHER RECREATION GROUNDS AND OPEN SPACES						
Football						
SENIOR 11 a side with changing						
Match games	55.00	58.00	10%	63.80	7%	68.27
SENIOR 11 a side without changing						
Match games	40.00	42.50	10%	46.75	7%	50.02
JUNIOR 9 or 11 a side with changing						
Match games	30.00	32.00	10%	35.20	7%	37.66
per season (x 12 games)	360.00	384.00	10%	422.40	7%	451.97
JUNIOR 9 or 11 a side without changing						
Match games	22.50	24.00	10%	26.40	7%	28.25
per season (x 12 games)	270.00	288.00	10%	316.80	7%	338.98
MINI FOOTBALL 5 or 7 a side						
Match games	16.50	17.50	10%	19.25	7%	20.60
per season (x 12 games)	198.00	210.00	10%	231.00	7%	247.17

ALLOTMENTS					
- Rent per acre equivalent to 0.404685 hectares	1,173.10	NA			
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80	NA			
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50	NA			
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80	NA			
- Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	68.60	10%	75.46	7% 80.74
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	45.80	10%	50.38	7% 53.91
Events, Open Spaces and Civic Spaces Hire					
£250 - £1500 Bond Payable					
Events					
Commercial Rates					
Small Attendance = 0 to 99					
Per half day	155.00	160.00	10%	176.00	7% 188.32
Per Day	282.00	290.00	10%	319.00	7% 341.33
Medium Attendance = 100 to 499					
Per half day	220.00	225.00	10%	247.50	7% 264.83
Per Day	378.00	385.00	10%	423.50	7% 453.15
Large Attendance = 500 to 1999					
Per half day	280.00	290.00	10%	319.00	7% 341.33
Per Day	472.00	485.00	10%	533.50	7% 570.85
Community Rates					
Small Attendance = 0 to 99					
Per half day	65.00	66.00	10%	72.60	7% 77.68
Per Day	106.00	107.50	10%	118.25	7% 126.53
Medium Attendance = 100 to 499					
Per half day	80.00	81.00	10%	89.10	7% 95.34
Per Day	134.50	136.00	10%	149.60	7% 160.07
Large Attendance = 500 to 1999					
Per half day	95.00	96.00	10%	105.60	7% 112.99
Per Day	166.00	167.00	10%	183.70	7% 196.56
Charities / Not For Profit Organisations					
Small Attendance = 0 to 99					
Per half day	45.00	45.00	10%	49.50	7% 52.97
Per Day	74.00	74.00	10%	81.40	7% 87.10
Medium Attendance = 100 to 499					
Per half day	54.00	54.00	10%	59.40	7% 63.56
Per Day	89.50	89.50	10%	98.45	7% 105.34
Large Attendance = 500 to 1999					
Per half day	65.00	65.00	10%	71.50	7% 76.51
Per Day	118.30	118.30	10%	130.13	7% 139.24
Fairs & Circuses Min of 3 day Hire					
Small Attendance = 0 to 99 Per Day	440.20	450.00	10%	495.00	7% 529.65
Medium and large attendance more than 99 per day (new Charge)	NEW	480.00	10%	528.00	7% 564.96

Boleyn Road, Frankley - fairs (per day) - deposit	473.80 2,166.70	473.80 2,166.70	10% 10% 10%	0.00 521.18 2,383.37	7% 7% 7%	0.00 557.66 2,550.21
Market Street Recreation Ground - fairs (per day) - deposit	477.35 2,187.75	477.35 2,187.75	10% 10%	525.09 2,406.53	7% 7%	561.84 2,574.98
<p>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application. Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place. After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p>						
Ø Set up and Clearance charged @ 50% of applicable rate Ø Any event in excess of 1999 attendees is STN						
Event - Officer Support for event (per hour)	NEW	£50.00 per hour	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Power and Water Supply Additional Charges	NEW	Negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Costs for Outdoor Fitness Space: Ø Set up and Clearance charged @ 50% of applicable rate						
Outdoor Fitness Session Commercial Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	415.00	10%	456.50	7%	488.46
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	670.00	10%	737.00	7%	788.59
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	725.00	10%	797.50	7%	853.33
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	207.00	10%	227.70	7%	243.64
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	415.00	10%	456.50	7%	488.46
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	620.00	10%	682.00	7%	729.74
Annual Fee One day maximum usage per week	520.00	540.00	10%	594.00	7%	635.58
Annual Fee Two days maximum usage per week	850.00	880.00	10%	968.00	7%	1,035.76
Annual Fee Three days maximum usage per week	1,000.00	1,050.00	10%	1,155.00	7%	1,235.85
Community Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	205.00	10%	225.50	7%	241.29
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	360.00	10%	396.00	7%	423.72
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	82.00	10%	90.20	7%	96.51
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	205.00	10%	225.50	7%	241.29
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34
Annual Fee One day maximum usage per week	250.00	255.00	10%	280.50	7%	300.14
Annual Fee Two days maximum usage per week	450.00	460.00	10%	506.00	7%	541.42
Annual Fee Three days maximum usage per week	500.00	512.00	10%	563.20	7%	602.62
Trial fee (1 day per week - MAX 4 week trial)	100.00	105.00	10%	115.50	7%	123.59
The Bird Box - NEW CHARGE Use of Power connection	1.60	1.70	10%	1.87	7%	2.00

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BROMSGROVE DISTRICT COUNCIL

Regulatory Services

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2021 £	Charge from April 2022 £	Proposed Charges Increase 23/24	New Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5
TAXI LICENSING						
- Hackney Carriage - excluding vehicle testing	248.00	248.00	5%	260.40	7%	278.60
- Hackney Carriage vehicle tests	66.00	66.00	5%	69.30	7%	74.20
- Private Hire - excludes vehicle testing	230.00	230.00	5%	241.50	7%	258.40
- Private Hire vehicle tests	56.00	56.00	5%	58.80	7%	62.90
- Private Hire Operator 1 year	296.00	296.00	5%	310.80	7%	332.60
- Private Hire Operator 5 year	1,124.00	1,124.00	5%	1,180.20	7%	1,262.80
- HC/PH Drivers Licence - 1 year	97.00	99.00	5%	103.95	7%	111.20
- HC/PH Drivers Licence - 3 year	233.00	238.00	5%	249.90	7%	267.40
- Meter Test	26.00	26.00	5%	27.30	7%	29.20
- Hackney Carriage mid-term vehicle test	65.00	65.00	5%	68.25	7%	73.00
- Private Hire mid-term vehicle test	56.00	56.00	5%	58.80	7%	62.90
- Re-Test Fee - Within 48 hours	29.00	29.00	5%	30.45	7%	32.60
- Knowledge test	23.00	23.00	5%	24.15	7%	25.80
- Administration charge - new applications	37.00	37.00	5%	38.85	7%	41.60
- Replacement vehicle plate	23.00	23.00	5%	24.15	7%	25.80
- Replacement Driver's Licence	21.00	21.00	5%	22.05	7%	23.60
- Trailer Test	21.00	21.00	5%	22.05	7%	23.60
- Transfer of ownership of licensed vehicle	38.00	38.00	5%	39.90	7%	42.70
- Criminal Bureau Check	56.00	#NAME?	5%	#NAME?	7%	#NAME?
- DVLA Check - Electronic	7.00	7.00	5%	7.35	7%	7.90
- DVLA Check	12.00	12.00	5%	12.60	7%	13.50
GENERAL LICENSING						
Street Trading						
- Annual Street Trading Consent - Food - Initial - per annum	1,447.00	1,447.00	5%	1,519.35	7%	1,625.70
- Annual Street Trading Consent - Food - Renewal - per annum	1,327.00	1,327.00	5%	1,393.35	7%	1,490.90
- Annual Street Trading Consent - Non Food - Initial - per annum	1,207.00	1,207.00	5%	1,267.35	7%	1,356.10
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,086.00	1,086.00	5%	1,140.30	7%	1,220.10
Animal Activity Licences						
Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets						
Application Fee	329.00	329.00	5%	345.45	7%	369.60
Application to vary a licence	240.00	240.00	5%	252.00	7%	269.60
Inspection Fee (on request of licence holder)	164.00	164.00	5%	172.20	7%	184.30
Licence Fee - 1 Year	184.00	184.00	5%	193.20	7%	206.70

Licence Fee - 2 Year	364.00	364.00	5%	382.20	7%	409.00
Licence Fee - 3 Year	546.00	546.00	5%	573.30	7%	613.40
Vet Fee Recharge - if applicable	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Keeping or training animals for exhibition (only)						
Application Fee	219.00	219.00	5%	229.95	7%	246.00
Application to vary a licence	158.00	158.00	5%	165.90	7%	177.50
Inspection Fee	163.00	163.00	5%	171.15	7%	183.10
Licence Fee - 3 Years	300.00	300.00	5%	315.00	7%	337.10
Veterinary Fees - if applicable	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Dangerous wild animals						
Application for grant or renewal of a licence	235.00	235.00	5%	246.75	7%	264.00
Veterinary inspection fees	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Sex Establishments						
Application for grant or renewal of a licence	1,020.00	1,020.00	5%	1,071.00	7%	1,146.00
Zoo Licences						
Application for grant or renewal of a licence	113.00	113.00	5%	118.65	7%	127.00
Secretary of state inspector and veterinary fees	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis						
Fee to register a premises	136.00	136.00	5%	142.80	7%	152.80
Fee to register a practitioner	89.00	89.00	5%	93.45	7%	100.00
Scrap Metal Dealers Act 2013						
- Application for a new site licence	296.00	296.00	5%	310.80	7%	332.60
- Fee per additional site	153.00	153.00	5%	160.65	7%	171.90
- Application for a new collectors licence	148.00	148.00	5%	155.40	7%	166.30
- Application for a renewal of a site licence	245.00	245.00	5%	257.25	7%	275.30
- Fee per additional site	153.00	153.00	5%	160.65	7%	171.90
- Application for a renewal of a collectors licence	97.00	97.00	5%	101.85	7%	109.00
- Variation of licence	67.00	67.00	5%	70.35	7%	75.30
- Request for a copy of a licence (if lost or stolen)	26.00	26.00	5%	27.30	7%	29.20
ENVIRONMENTAL HEALTH						
Dog Warden						
Penalty (statutory fee)	25.00	25.00	Stat	25.00		25.00
Kennelling Fee - £15 per day or part day	15.00	17.00	5%	18.00	7%	20.00
Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day	25.00	25.00	5%	26.00	7%	28.00
Admin charge	15.00	15.00	5%	17.00	7%	18.00
Treatment Costs (wormer, flea treatment etc)				12.00	7%	13.00
Out of hours fee	40.00	45.00	5%	47.00	7%	50.00
Repeat offenders fee	40.00	40.00	5%	42.00	7%	45.00
Treatment Costs (Wormer, Flea) - Per treatment	10.00	10.00	5%	10.50	7%	11.20
Penalty charge for non-compliance of Microchipping regulations (not microchipped or contact details out of date) or Control of Dogs Order 1992 (no owner contact details on collar or tag)				New		15.00

Veterinary Charges

Return Charge (New Charge)

Private Water Supplies

- Risk Assessment per hour (minimum 1 hour)
- Investigation per hour (minimum 1 hour)
- Granting an Authorisation per hour (minimum 1 hour)
- Sampling Visit per hour (minimum 1 hour)
- Sample analysis per sample taken

+ *Laboratory Costs*

Sample taken during check monitoring

+ *Laboratory Costs*

Sample taken during audit monitoring

+ *Laboratory Costs*

Other Environmental Health Fees

Trading Certificates - WRS Income

- Health/Export
- Annual Specific export inspections
- Certificate
- Per Hour

FHS re-rating - WRS Income

ISS Certs Condemned Food - WRS Income

Food Hygiene Basic Course fee - WRS Income

Contaminated Land Enquiries - charge per hour - WRS Income

Environmental Information Regulations request

Charge applied to locate and provide where request concerns 'environmental information' held by WRS (Worcestershire Regulatory Services)

Gambling Fees

Premises Licence Fees - Discretionary

Bingo Premises

- Application to vary
- Application to transfer
- New applications
- Annual fee
- Copy of licence (Statutory Charge - cannot be above £25)
- Notification of change (Statutory Charge - cannot be above £50)
- Reinstatement of licence
- Provisional statement

Adult Gaming Centre

Application to vary

	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
		40.00				
			5%	42.00	7%	45.00
	55.00	56.00	5%	58.80	7%	62.90
	55.00	56.00	5%	58.80	7%	62.90
	55.00	56.00	5%	58.80	7%	62.90
	55.00	56.00	5%	58.80	7%	62.90
	55.00	56.00	5%	58.80	7%	62.90
	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	55.00	56.00	5%	58.80	7%	62.90
	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	55.00	56.00	5%	58.80	7%	62.90
	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	480.00	480.00	5%	504.00	7%	539.30
	107.00	107.00	5%	112.35	7%	120.20
	47.00	47.00	5%	49.35	7%	52.80
	168.00	170.00	5%	178.50	7%	191.00
	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	45.00	46.00	5%	48.30	7%	51.70
				46.00	7%	49.00
	1,059.00	1,059.00	5%	1,111.95	7%	1,189.80
	723.00	723.00	5%	759.15	7%	812.30
	2,111.00	2,111.00	5%	2,216.55	7%	2,371.70
	604.00	604.00	5%	634.20	7%	678.60
	25.00	25.00	5%	26.25	7%	28.10
	50.00	50.00	5%	52.50	7%	56.20
	704.00	704.00	5%	739.20	7%	790.90
	2,111.00	2,111.00	5%	2,216.55	7%	2,371.70
	906.00	906.00	5%	951.30	7%	1,017.90

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Application to transfer	722.00	722.00	5%	758.10	7%	811.20
New applications	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Annual fee	604.00	604.00	5%	634.20	7%	678.60
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	704.00	704.00	5%	739.20	7%	790.90
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Family Entertainment Centre						
Application to vary	700.00	700.00	5%	735.00	7%	786.50
Application to transfer	573.00	573.00	5%	601.65	7%	643.80
New applications	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Annual fee	454.00	454.00	5%	476.70	7%	510.10
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	562.00	562.00	5%	590.10	7%	631.40
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Betting Premises (Excluding Track)						
Application to vary	906.00	906.00	5%	951.30	7%	1,017.90
Application to transfer	722.00	722.00	5%	758.10	7%	811.20
New applications	1,761.00	1,761.00	5%	1,849.05	7%	1,978.50
Annual fee	363.00	363.00	5%	381.15	7%	407.80
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	704.00	704.00	5%	739.20	7%	790.90
Provisional statement	1,761.00	1,761.00	5%	1,849.05	7%	1,978.50
Track						
Application to vary	754.00	754.00	5%	791.70	7%	847.10
Application to transfer	573.00	573.00	5%	601.65	7%	643.80
New applications	1,469.00	1,469.00	5%	1,542.45	7%	1,650.40
Annual fee	604.00	604.00	5%	634.20	7%	678.60
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	562.00	562.00	5%	590.10	7%	631.40
Provisional statement	1,469.00	1,469.00	5%	1,542.45	7%	1,650.40
Temporary use notices						
Fee to serve a Temporary Use Notice	287.00	287.00	5%	301.35	7%	322.40
Request for a copy of a Temporary Use Notice	29.00	29.00	5%	30.45	7%	32.60
<u>Gambling Act Permit Fees - Statutory</u>						
Licensed Premises Gaming Machine Permit						
Grant	150.00	150.00	5%	157.50	7%	168.50
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Transfer	25.00	25.00	5%	26.25	7%	28.10
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Change of name	25.00	25.00	5%	26.25	7%	28.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Licensed Premises Automatic Notification Process</u>						
Grant	50.00	50.00	5%	52.50	7%	56.20
<u>Club Gaming Permits</u>						

Grant	200.00	200.00	5%	210.00	7%	224.70
Grant (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Renewal	200.00	200.00	5%	210.00	7%	224.70
Renewal (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Change of name	100.00	100.00	5%	105.00	7%	112.40
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Club Machine Permits</u>						
Grant	200.00	200.00	5%	210.00	7%	224.70
Grant (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Renewal	200.00	200.00	5%	210.00	7%	224.70
Renewal (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
Change of Name	25.00	25.00	5%	26.25	7%	28.10
Transfer of Permit	25.00	25.00	5%	26.25	7%	28.10
<u>Family Entertainment Centre Gaming Machine Permit</u>						
Grant	300.00	300.00	5%	315.00	7%	337.10
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Change of name	25.00	25.00	5%	26.25	7%	28.10
Renewal	300.00	300.00	5%	315.00	7%	337.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Private Gaming Permits</u>						
Grant	300.00	300.00	5%	315.00	7%	337.10
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Change of name	25.00	25.00	5%	26.25	7%	28.10
Renewal	300.00	300.00	5%	315.00	7%	337.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
Transitional Application Fee	100.00	100.00	5%	105.00	7%	112.40
<u>Small Lottery Registration (statutory)</u>						
Fee to register a small society lottery	40.00	40.00	5%	42.00	7%	44.90
Small society lottery annual maintenance fee	20.00	20.00	5%	21.00	7%	22.50
<u>Licensing Act - Statutory</u>						
Personal Licence	37.00	37.00	5%	38.85	7%	41.60
Pavement Licence - Every 6 months	600.00	600.00	5%	630.00	7%	674.10
<u>Premises Licence and Club Premises Certificate</u>						
Non- Domestic rateable value of premises						
Band A 0 - 4,300						
Band B 4,301 - 33,000						
Band C 33,001 - 87,000						
Band D 87,001 - 125,000						
Band E 125,001 and over						
New applications and variations						

Band A 0 - 4,300
 Band B 4,301 - 33,000
 Band C 33,001 - 87,000
 Band D 87,001 - 125,000
 Band E 125,001 and over

100.00
 190.00
 315.00
 450.00
 635.00

100.00
 190.00
 315.00
 450.00
 635.00

5%	105.00	7%	112.40
5%	199.50	7%	213.50
5%	330.75	7%	353.90
5%	472.50	7%	505.60
5%	666.75	7%	713.40

Annual Fee

Band A 0 - 4,300
 Band B 4,301 - 33,000
 Band C 33,001 - 87,000
 Band D 87,001 - 125,000
 Band E 125,001 and over

70.00
 180.00
 295.00
 320.00
 350.00

70.00
 180.00
 295.00
 320.00
 350.00

5%	73.50	7%	78.60
5%	189.00	7%	202.20
5%	309.75	7%	331.40
5%	336.00	7%	359.50
5%	367.50	7%	393.20

Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.

Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, **if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises**, i.e. large public houses.

Large Events

An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.

Exemptions

Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising **ONLY** the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.

No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising **ONLY** the provision of regulated entertainment providing that is for and on behalf of the educational institution.

Application for copy of licence or summary on theft, loss etc. 10.50
 Notification of change of name or address (holder of premises licence) 10.50
 Application to vary the Designated Premises Supervisor 23.00
 Application to transfer a premises licence 23.00
 Interim authority notice following death, incapacity or insolvency of licence holder 23.00
 Fee to notify licensing authority of a property interest in a premises 21.00
 Application for grant of a provisional statement 315.00
 Fee for a replacement premise, licence or club premise certificate (if lost or stolen) 10.50
 Fee to change the name or address of a designated premises supervisor on a premises licence 10.50
 Change of relevant registered address of club 10.50
 Temporary Event Notices 21.00
 Application for copy of licence on theft, loss etc. of temporary event notice 10.50
 Application for copy of licence on theft, loss etc. of personal licence 10.50

10.50
 10.50
 23.00
 23.00
 23.00
 21.00
 315.00
 10.50
 10.50
 10.50
 21.00
 10.50
 10.50

10.50
 10.50
 23.00
 23.00
 23.00
 21.00
 315.00
 10.50
 10.50
 10.50
 21.00
 10.50
 10.50

5%	11.03	7%	11.80
5%	11.03	7%	11.80
5%	24.15	7%	25.80
5%	24.15	7%	25.80
5%	24.15	7%	25.80
5%	22.05	7%	23.60
5%	330.75	7%	353.90
5%	11.03	7%	11.80
5%	11.03	7%	11.80
5%	11.03	7%	11.80
5%	22.05	7%	23.60
5%	11.03	7%	11.80
5%	11.03	7%	11.80

Notification of change of name or address (Personal Licence)	10.50	10.50	5%	11.03	7%	11.80
Application for a minor variation of a premises licence or club premises certificate	89.00	89.00	5%	93.45	7%	100.00
Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@worcsregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'						

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Appendix D – Reserves Position

Bromsgrove District Council Reserves Statement																	
	Balance at 31/3/21	Transfers In 2021/22	Transfers out 2021/22	Balance at 31/3/22	Transfers In 2022/23	Transfers out 2022/23	Re-baseline 2022/23	Balance at 31/3/23	Transfers in 2023/24	Transfers out 2023/24	Balance at 31/3/24	Transfers in 2024/25	Transfers out 2024/25	Balance at 31/3/25	Transfers in 2025/26	Transfers out 2025/26	Balance at 31/3/26
	£000																
General Fund Reserve	4,613	367	(495)	4,485		(1,367)	2,682	5,800	100	(687)	5,213	702	(337)	5,578		(488)	5,090
General Fund Earmarked Reserves:																	
Building Control Other	7			7			(7)	0			0			0			0
Building Control Partnerships	82			82				82			82			82			82
Business Transformation	0			0				0			0			0			0
Commercialism	0			0				0			0			0			0
Community Safety	0			0				0			0			0			0
Community Services	271			271				271		(125)	146		(125)	21			21
Economic Regeneration	1,348		(350)	998			(600)	398			398			398			398
Election Services	51			51				51			51			51			51
Environmental Services	49			49				49			49			49			49
Financial Services	4,445		(100)	4,345		(150)	(1,000)	3,195	638		3,833			3,833			3,833
Housing Schemes	488		(142)	346				346			346			346			346
ICT/Systems	197			197				197			197			197			197
Leisure/Community Safety	330			330				330			330			330			330
Litigation Reserve	0			0				0			0			0			0
Local Development Framework	0			0				0			0			0			0
Local Neighbourhood Partnerships	16			16				16			16			16			16
Other	108		(44)	64			(64)	0			0			0			0
Planning & Regeneration	133			133				133			133			133			133
Regulatory Services (Partner Share)	46			46				46			46			46			46
Replacement Reserve (Inc. Recycling)	0			0				0			0			0			0
Shared Services (Severance Costs)	311			311			(311)	0			0			0			0
Utilities Reserve	0			0			1,053	1,053		(351)	702		(702)	0			0
Covid-19 (General Covid Grant)	766	411		1,177			(1,177)	0			0			0			0
Covid-19 Sales Fees and Charges	0	576		576			(576)	0			0			0			0
Covid-19 (Collection Fund)	4,641		(1,547)	3,094		(1,547)		1,547		(1,547)	0			0			0
Total General Fund	13,289	987	(2,183)	12,093	0	(1,697)	0	7,714	638	(2,023)	6,329	0	(827)	5,502	0	0	5,502

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Appendix E – Existing Capital Programme

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
	Large Schemes													
	Levelling Up Fund													
	- Government Funded		14,492,401		Planning, Regeneration & Leisure	Grant Funding	1,600,000	5,329,041	126,902	5,202,139	7,563,360			
200072	Market Hall (LUF)	22/23			Planning, Regeneration & Leisure	Levelling Up Fund	0			0		51,079		
200073	Ef - Fire Station	22/23			Planning, Regeneration & Leisure	Levelling Up Fund						14,950		
	- Council Funded		1,610,266			Borrowing	281,000	420,133		420,133	805,133			
	UK Shared Prosperity Fund		2,825,702							0				
	- Capital Element				Planning, Regeneration & Leisure	Grant Funding		50,000		50,000				
	- Revenue Element				Planning, Regeneration & Leisure Services	Grant Funding		290,499		290,499				
	- Remainder (to be allocated)				Planning, Regeneration & Leisure	Grant Funding		20,000		20,000	680,988		1,784,215	
										0				
										0				
										0				
	Schemes Agreed to Continue													
200006	Burcot Lane	2019/20	10,275,000		Financial & Customer Services	Public works loan board and grant homes england	1,125,000	4,973,852	7,914,009	-2,940,157	0	634,536	0	0
200007	CCTV	2019/20	120,000		Community & Housing GF Services	Capital Receipts/Borrowi	28,000	0		0	0		0	0
200008	Funding for DFGs	2020/21	750,000		Community & Housing GF Services	Grant income WCC	620,000	913,000	969,792	-56,792	913,000	81,500	913,000	0
200009	Home Repairs Assistance	2018/19	50,000		Community & Housing GF Services	Long Term Debtors	-5,000	50,000	4,088	45,912	50,000	-19,890	50,000	50,000
200010	Energy Efficiency Installation	2018/19	110,000	2	Community & Housing GF Services	Capital Receipts/Borrowi	12,000	110,000	7,810	102,190	0		0	0
200011	Energy Efficiency	2017/18			Community & Housing GF Services	Grant finance	3,000	0		0	0		0	0
200015	Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase	2017/18			Environmental Services	Capital Receipts/Borrowi	0	6,500	15,576	-9,076	0		0	0
200016	New Finance Enterprise system	2019/20	455,000		Financial & Customer Services	Capital Receipts	1,000	0	13,680	-13,680	0		0	0
200017	OLEV ULEV Taxi infrastructure scheme	2019/20	300,000	1	Community & Housing GF Services	Grants & Contributions	296,000	0	700	-700	0		0	0
200019	Fleet Replacemnet new line	New				Borrowing	380,000	356,000	75,292	280,708	441,000	424,489	1,190,000	1,215,000
200022	Replacement Parking machines	2020/21	120,000		Environmental Services	Capital Receipts/Borrowi	196,000	253,000	123,985	129,015	96,000	203,984	421,000	0
200030	Wheelie Bin Purchase	2018/19	ongoing		Environmental Services	Capital Receipts/Borrowi	102,000	144,000	169,034	-25,034	55,000	136,546	60,000	60,000

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
New	Footpaths		ongoing		Environmental Services	Borrowing				0	75,000		75,000	75,000
New	Buildings		Ongoing		Legal and Property	Borrowing				0	100,000		100,000	100,000
200040	Bittell road recreation ground	2020/21	62,000		Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances	17,000	0		0	0		0	0
200044	Salix	2020/21	615,000		Legal, Democratic and property services	Grants & Contributions	65,000	0	533,193	-533,193	0		0	0
200045	Greener Homes	2020/21	180,000	1	Community & Housing GF Services	Grants & Contributions	-227,000	0	192,053	-192,053	0	93,765	0	0
200057	Hagley Scouts				Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	35,000	0		0	0		0	0
200026	Rubery Redevelopment works										1,900			
200048	Bromsgrove Sporting					Loan	4,000		46,133	-46,133				
200061	Car Park Improvements - Woodrush High Schools refurb						8,000			0				
							134,000			0				
200026	Rubery Redevelopment Works				Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	0	0	9,550	-9,550	0		0	0
200029	Sanders Park dda play provision	2017/18	56,080		Planning, Regeneration & Leisure Services	S106 14/0755 Kidderminster Road and S106 13/0422 Meadows first school	0	0		0	0		0	0
200032	New Digital Service	2020/21	57,400	1	Community & Housing GF Services	Borrowing	0	33,668		33,668	33,668		0	0
200033	Bus Shelters	2020/21	18,000		Environmental Services	Borrowing	0	18,000		18,000	0		0	0
200034	Fleet Management Computer System	2020/21	17,000		Environmental Services	Borrowing	0	0		0	0		0	0
200035	Environmental Services Computer System	2020/21	38,200		Environmental Services	Borrowing	0	0		0	0		0	0
200069	Cisco Network Update	22/23		3	Business transformation & Organisational Development	Borrowing	0	5,717	18,573	-12,856	11,574		0	34,877
200070	Server Replacement Est(Exact known Q2 2022)	22/23		4	Business transformation & Organisational Development	Borrowing	0	83,250	0	83,250	2,000	78,451	177,500	18,500
200071	Laptop Refresh	22/23		4	Business transformation & Organisational Development	Borrowing	0	5,000	4,961	39	25,000	7,273	150,000	5,000

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
200074	Install Solar panel and Upgrade lighting	22/23	150,000	1	Legal, Democratic and property services	Borrowing	0	150,000			0	-55,014	0	0
200075	Sanders Park	22/23			Planning, Regeneration & Leisure Services	S106	0		24,511	-24,511				
200076	Play Area, POS and Sport improvements at Lickey End Recreation Ground in accordance with the S106 Agreement	22/23	37,956	1	Planning, Regeneration & Leisure Services	S106 19/0137/FUL	0	37,956	6,488	31,468	0		0	0
200002	BDC Combined F/Path & Cycle	2018/19	390,000		Environmental Services	Grants & Contributions	0	0		0	0		0	0
	Barnt Green Millenium Park - Toilet				Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances	0	0		0	0		0	0
	Total		424,000				4,675,000	13,249,616	10,256,330	2,843,286	10,851,723	1,653,569	4,920,715	1,558,377

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