

# Minutes of a meeting of the Licensing Committee held on Thursday, 9 June 2016 at Committee Room 3 - City Hall, Bradford

Commenced      4.00 pm  
Concluded      4.10 pm

**Present – Councillors**

LABOUR	UKIP
M Slater Swallow Arshad Hussain Jamil	Morris

**Councillor M Slater in the Chair**

Apologies: Councillor Sinead Engel, Councillor Michael Ellis, Councillor Martin Smith and Councillor Anne Hawkesworth

**1. DISCLOSURES OF INTEREST**

No disclosures of interest in matters under consideration were received.

**2. MINUTES**

**Resolved –**

- (1) That the minutes of the Committee meeting held on 23 November 2015 be signed as a correct record (previously circulated).
- (2) That the minutes of the Bradford District Licensing Panel held on the following dates be signed as a correct record (previously circulated):

23 November 2015  
2 February 2016  
29 February 2016  
22 March 2016

**3. INSPECTION OF REPORTS AND BACKGROUND PAPERS**

There were no appeals submitted by the public to review decisions to restrict documents.



#### 4. APPOINTMENT OF SUB COMMITTEE

Previous Reference: Council Minute 63 (2004/05) and Minute 10 (2013/14)

At the meeting of Council on 19 October 2004 the membership and terms of reference for the Licensing Committee were approved and subsequently amended at the Annual General Meeting of Council on 21 May 2013. The Licensing Committee is formally required to appoint its sub committee as set out in the terms of reference for the 2016/17 Municipal Year

**Resolved –**

- (1) **That the Bradford District Licensing Panel (sub-committee) be appointed, with the functions as indicated in the terms of reference approved by Council on 9 October 2004 and amended on 21 May 2013.**
- (2) **That the Licensing Panel shall comprise three members.**
- (3) **That the Bradford District Licensing Panel shall include the Chair of the Licensing Committee (or Deputy Chair when the Chair is unavailable) who shall chair the Panel and two other members of the Licensing Committee drawn on a rota basis.**
- (4) **That the quorum of the Bradford District Licensing Panel shall be three members.**

***Action: City Solicitor/Committee Secretariat***

#### 5. REVIEW OF PREMISES LICENCE FEES UNDER THE GAMBLING ACT 2005 (Document "A")

The Assistant Director, Environmental and Regulatory Services presented **Document "A"** which sought approval of an increase to the current gambling premises licence application fees by 1%, with changes to come into effect from 10 June 2015.

Members were informed that the Secretary of State had set a maximum fee payable for each band and the current fees were set between approximately 75% and 80% of the statutory maximum. It was noted that a full costing exercise had been undertaken which took into account the cost of administering and processing the applications from receipt to issue of a licence and the full costs to the Council of the democratic process in determining applications at a Licensing Panel. An increase of 1% had been requested to cover the increased service costs. The current annual fee met the cost of ensuring compliance with licence conditions and restrictions, therefore, no increase had been proposed.



Members then raised the following queries:

- How did the Council's fees compare with other Local Authorities?
- Were the fees reviewed on an annual basis?
- How many applications had been received?
- Was the cost of a Panel hearing taken into consideration?
- Why was the Council not charging the maximum amount?
- Was the Council confident that the 1% increase would cover the costs?
- Why had the annual fee not been increased?
- When had the annual fee last been increased?

In response Members were informed that:

- Bradford's fees were set at 75-80% of the statutory fee payable prescribed by the Secretary of State. Some Local Authorities, including Leeds City Council, charged the maximum amount. Other Authorities were comparable with Bradford.
- The fees were reviewed and a report submitted to the Committee on an annual basis, even if an increase was not recommended.
- A steady number of applications had been and continued to be received.
- All relevant costs were included.
- An initial costing exercise had been undertaken when the Gambling Fees came into effect and Members had set the amount at around 70% of the maximum charge. Initially a higher volume of applications had been received and fee levels had been maintained. A consistent number of applications were now being submitted and, therefore, it was more appropriate to increase application charges.
- The increase would cover service costs, however, the fees could be increased the following year if required.
- The current annual fee covered costs relating to the administration and regulation of the gambling licensing scheme.
- The annual fee had not been increased for a number of years.

**Resolved -**

**That the current application fees be increased by 1% and annual fees be maintained for 2016/17, as set out in Appendix 1 to Document "A", with effect from 10 June 2016.**

***Action: Assistant Director, Environmental & Regulatory Services***

Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Licensing Committee.**

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



City of Bradford  
Metropolitan District Council

