

Eastbourne Licensing Committee 27 January 2025



Time and venue:

6.00 pm in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG

Membership:

Councillor Amanda Morris (Chair); Councillors Kathy Ballard (Deputy-Chair)
Colin Belsey, Andy Collins, Penny di Cara, Nigel Goodyear, Jane Lamb,
Anita Mayes, Robin Maxted, Hugh Parker and Teri Sayers-Cooper

Quorum: 3

Published: Friday, 17 January 2025

Agenda

- 1 **Minutes of the meeting held on 17 December 2024 (Pages 5 - 6)**
- 2 **Apologies for absence**
- 3 **Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.**

- 4 **Questions by members of the public**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).

- 5 **Urgent items of business**

The Chair to notify the Committee of any items of urgent business to be added to the agenda.

- 6 **Right to address the meeting/order of business**

The Chair to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.

One spokesperson is permitted to speak for 3 minutes and must register by 12noon on Thursday, 23rd January. Email: committees@lewes-eastbourne.gov.uk

Note: Normally only one speaker is allowed to address the Committee on an item for three minutes and that one person should act as spokesperson for the group. No more than one speaker can be allowed except in exceptional circumstances with prior agreement of the Chair at the registration deadline.

7 Approval of Licensing Fees 2025/26 (Pages 7 - 16)

Report of the Chief Executive

8 Unmet Demand Survey (Pages 17 - 20)

Report of the Chief Executive

9 Date of the next meeting

Any additional meetings of the Committee would be scheduled as and when required.

Information for the public

Accessibility:

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Public participation:

Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for Councillors

Disclosure of interests:

Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

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Eastbourne Licensing Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 17 December 2024 at 6.00 pm.

Present:

Councillor Amanda Morris (Chair).

Councillors Kathy Ballard (Deputy-Chair), Andy Collins, Penny di Cara, Nigel Goodyear, Jane Lamb, Hugh Parker and Teri Sayers-Cooper.

Officers in attendance:

Jo Dunk (Lead for Regulatory Services), Michele Wilkinson (Lawyer – Housing & Regulatory), Dee OLeary (Senior Specialist Advisor - Resolution Team) and Emily Horne (Committee Officer).

28 Minutes of the meeting held on 15 January 2024

The minutes of the meeting held on 15 January 2024 were submitted and approved, and the Chair was authorised to sign them as a correct record.

29 Apologies for absence

Apologies for absence had been received from Councillors Colin Belsey, Anita Mayes and Robin Maxted.

30 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

31 Questions by members of the public

There were none.

32 Urgent items of business

There were none.

33 Right to address the meeting/order of business

There were none.

34 Eastbourne Borough Council Statement of Gambling Principles

The Committee considered the report of the Chief Executive which requested the Committee review the Eastbourne Borough Council Statement of Gambling Principles and authorise the Senior Specialist Advisor to start a six-week public consultation on the Statement of Gambling Principles.

In accordance with Section 349 Gambling Act 2005, the Act requires Licensing Authorities to review every three years the Statement of Gambling Principles.

The Lead for Regulatory Services, presented the report and its findings. Appended to the report at Appendix 1, was the Eastbourne Borough Council proposed amended Statement of Gambling Principles 2025-2028.

Councillor Lamb proposed a motion to agree the officer recommendations as listed in the report. This was seconded by Councillor Parker.

RESOLVED: (Unanimously) that:

- 1) The Senior Specialist Advisor be authorised to start a six-week consultation with the public, trade and interested parties; and
- 2) That, following the consultation period, the Lead for Regulatory Services, in conjunction with the Chair of the Licensing Committee, be delegated to consider the consultation responses and make any minor changes to the Eastbourne Borough Council's Statement of Gambling Principles and then recommend the same to Full Council for approval. That in the event of substantial changes being suggested by the consultation, a report be brought back to the Licensing Committee.

35 Date of the next meeting

To note that the next meeting of the Licensing Committee is scheduled to be held on Monday, 27 January 2025 at 6:00pm.

The meeting ended at 6.17 pm

Councillor Amanda Morris (Chair)

Agenda Item 7

Report to:	Licensing Committee
Date:	27th January 2025
Title:	Approval of Licensing Fees 2025/26
Report of:	Chief Executive
Ward(s):	All
Purpose of report:	For the Licensing Committee to review the licensing fees proposed within Appendix 1 to apply from 1 April 2025
Officer recommendation(s):	That the Licensing Committee reviews and agrees the licensing fees proposed within Appendix 1 to apply from 1 April 2025, and then recommend these to Full Council for approval.
Reasons for recommendations:	To ensure that the licensing fees are agreed by the Licensing Committee ahead of being taken to Full Council.
Contact Officer(s):	Name: Joanna Dunk Post title: Regulatory Services Lead E-mail: jo.dunk@lewes-eastbourne.gov.uk Telephone number: 07920251841

1 Introduction

- 1.1 Licensing fees should be considered by the Licensing Committee and then be recommended to Full Council. The table at 2.5 summarises the predicted income for 2025/26 together with the estimated financial impact of the fees proposed to apply from 1 April 2025 as detailed in Appendix 1.
- 1.2 The Council as the Licensing Authority is responsible for administering a number of statutory and discretionary licensing regimes. Certain licensing fees and charges are prescribed by Central Government, as highlighted in the table below (section 2.4). Changes to the level of fees and charges set by Central Government are implemented as and when issued by the appropriate Department and communicated to service users through appropriate channels e.g. the Council's website. Central Government has not, to date, announced any change in these fees for 2025/26. Other fees, as highlighted in the table below are set locally by Members.
- 1.3 Some general principles apply to those fees set locally:
- they cannot be used to generate a profit, and any surplus should be identified and carried over to the following year
 - it is acceptable to carry forward deficits from previous years
 - income from licence fees may only be spent on the specific regime from which they were generated
 - fees may not be discriminatory or to be used as an economic deterrent.

2 Financial Overview

- 2.1 2024-2025 has proved challenging for the Licensing Authority to meet the demand of delivering a broad service within Eastbourne Borough Council.

2.2 There has been a further increase in demands particularly arising from the Hackney and Private Hire Guidance changes and CCTV implementation as well as work to tackle challenges relating to the night time economy.

2.3 Members are asked to consider an increase in some fees to meet the increased costs of delivering service. The proposed schedule of fees and charges is set out in Appendix 1.

2.4 **Estimated financial impact of the fees proposed to apply from 1 April 2025 – 31 March 2026**

Eastbourne Borough Council Services	Budgeted income estimate for 2024/2025 £	Additional income forecast 2025/2026 £	indicative income forecast 2025/2026 £
Discretionary charges (i.e. where fees are set by Eastbourne Borough Council)			
Taxi Licensing	274,904	-29,202	245,702
Environmental Health (Includes Skin Piercing)	8715.00	872	9587
Gambling Act 2005	13550	1355	14905
Animal Welfare	1155	55	1210
Miscellaneous Licences (Street Trading)	2520	252	2772
HMO Licences	47,000	2,000	49,000
Total Discretionary Charges	347,844	-24,669	274,176
Statutory charges (i.e. where fees are prescribed by Government)			
Licensing Act 2003	103,300	0	103,300
Miscellaneous Licences (Scrap Metal)	5100	0	5100
Total Statutory Charges	108,400	0	108,400
Total income estimates	£409,244	-£26,669	£382.576

3 Financial Significant Changes Impact

3.1 The fees and charges were increased last year to meet inflation and the costs for the service.

3.2 The Authority is carrying a deficit with the taxis budget at year end 2023/24 of £164,440.

3.3 It is proposed that the majority of fees will be increasing by 10% taking into account the continued increasing costs of the service to meet demand and inflation.

3.4 Pavement Licences

The Council has been responsible since 2020 on a temporary basis for the processing and determination of applications for Pavement Licences under the Business and Planning Act 2020. In 2024, this process has become a permanent licensing function of Eastbourne Borough Council. It is now permissible to charge a maximum of £500 for new applications and £350.00 for renewal applications.

3.5 Taxi Licensing

For taxi licensing there has been a significant uplift in operating costs to meet the additional requirements of becoming the data controller for CCTV. The proposal is an increase of 50% to meet the costs of running the service.

3.6 Introduction of New Fees to Support Applicants and Businesses

It is proposed to offer a discretionary service to those individuals and business who request the same, as below:

- A counter service for hackney and private hire applicants or drivers renewing whereby additional support in person is available to advise and support them in submitting their applications or renewals
- A one to one service remotely to provide advice and support in submitting Pavement Licence applications
- A one to one service to provide advice and support in submitting Temporary Event Notices
- Pre application advice and support for Licensing Act premises applications on a one to one basis either remotely over teams or in person onsite
- New food business advice and support on a one to one basis either remotely over teams or in person onsite

3.7 Members are asked to note that on 12th December the introduction of a Food Hygiene Re-rating request scheme was agreed.

3.8 House in Multiple Occupation (HMO) Licensing

HMO licence fees must be levied in 2 parts:

- Part 1 – a fee levied at the point of application to cover the costs of the scheme's 'authorisation procedure and formalities,' i.e. the costs of processing the application.
- Part 2 – if the application is successful, a further fee to cover the costs of running and enforcing the scheme.

The present scheme is currently not a 2 part structure and the fees are based on the number of occupants. It is proposed the fees will remain relevant to the number of occupants but the total fee payable will be split into 2 parts as above. A new charge of £100 will be put in place for background checks and inspection of HMOs suspected to be operating without a licence (this would be in addition to any subsequent enforcement costs) and a new charge of £50 if Landlords request a paper application form rather than the online application. Licences are issued for either 1, 3 or 5 years depending on risk.

3.9 The proposed charges are detailed in Appendix 1.

4 Financial appraisal

4.1 The Council as the Licensing Authority is responsible for administering a number of statutory and discretionary licensing regimes. Certain licensing fees and charges are prescribed by Central Government. However, a number of discretionary charges and fees must be set annually at a level that it is reasonably believed will cover the costs of providing the service, and in accordance with the legal principles involved. The proposed fees which will be implemented from 1st April 2025 take account of the significant inflationary pressures incurred by the Council ensuring that costs incurred in delivering the service are fully recovered. This is necessary to ensure that council taxpayers are not subsidising work concerning licensing administration.

5 Legal implications

5.1 Licensing fees must be charged in accordance with the requirements of the particular legislation and the relevant case law. Members are asked to note that some fees are set by Central Government, and some are locally set – as indicated in this Report.

5.2 Members are asked to note that case law has established that if there is any surplus or deficit in the fees generated then that must be taken into account when setting the following year's fees.

5.3 The Legal Section considered this Report on 13 January 2025 (IKEN 13569-EBC-MW).

6 Risk management implications

6.1 If the Council does not have an effective fee setting process that is subject to proper oversight by Councillors it will not be able to demonstrate that it has in place adequate means to safeguard Council assets and services, and it could be subject to criticism from the Council's external auditor or the public.

7 Equality analysis

7.1 It is not expected that the proposed amendments to fees and charges will impact on protected characteristics.

8 Environmental sustainability implications

8.1 There are no significant sustainability implications as a result of this report.

9 Appendices

9.1

- Appendix 1 – Proposed Licensing Fees and Charges 2025-2026.

10 Background papers

- 10.1
- None.

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Appendix 1 - Eastbourne Borough Council Fees and Charges Proposals 2025/26

By Service and Activity

ENVIRONMENTAL HEALTH LICENSING

	2024/25 Current Charge £pence	2025/26 Proposed Charge £pence	Increase/ (Decrease) £pence	
Acupuncture, tattooing ear piercing and electrolysis (Personal)	94.50	104.00	9.50	10%
Acupuncture, tattooing ear piercing and electrolysis (Premises)	147.00	162.00	15.00	10%
Acupuncture, tattooing ear piercing and electrolysis (Premises + Personal)	241.50	266.00	24.50	10%
Amendment to registered premises	-	-	0.00	0%
Replacement certificate	-	-	0.00	0%
Total Estimated Annual Income	8,715.00	9,586.50		

MISC LICENSING

Street Trading	Application Fee	26.25	29.00	2.75	10%
	Daily rate	31.50	35.00	3.50	11%
	Weekly Rate	183.75	203.00	19.25	10%
	Annual Rate	498.75	549.00	50.25	10%
Market Operators		498.75	549.00	50.25	10%
New pavement Licence (2year)		78.75	500.00		chang
Renewal Pavement Licence (2year)		78.75	350.00		chang
Pavement License Application Advise remotely per hour			60.00		
Total Estimated Annual Income		2,520.00	2,772.00		

Concessions

Scrap Metal Dealers Act 2013	Event by a charity (inc street collections)	Free upon approval from Licensing Officer	Free upon approval from Licensing Officer	0.00	0%
	Site Licence - New	375.00	413.00	38.00	10%
	Site Licence - Renewal	375.00	413.00	38.00	10%
	Collector - New	255.00	281.00	26.00	10%
	Collector - Renewal	255.00	281.00	26.00	10%
	Licence Variation	75.00	82.50	7.50	10%
Stage Hypnotism	Not Listed	-	-	0.00	0%
Sex Establishments	Initial Grant of Licence	3,600.00	3,600.00	0.00	0%
	Annual Renewal	2,050.00	2,050.00	0.00	0%
	Variation	1,800.00	1,800.00	0.00	0%
Zoo Licensing Act 1981	Not Listed	-	-	0.00	0%
Guard Dogs Act 1975	Not Listed	-	-	0.00	0%
Dangerous Wild Animals Act 1976	Application + Vet fee	750.00	750.00	0.00	0%
	Renewal + Vet fee	250.00	250.00	0.00	0%
	Variation + Vet fee	200.00	200.00	0.00	0%
Total Estimated Annual Income		5,100.00	5,100.00		

TAXI LICENSING

	Visit www.lewes-eastbourne.gov.uk for access to our guidance that outlines additional services provided by other organisations				
Drivers Licence Application Fee (including DBS check, Knowledge Test and English language Test)		237.50	357.00	119.50	50%
Restricted Private Hire Knowledge test		42.50	64.00	21.50	51%
Private Hire Knowledge test		42.50	64.00	21.50	51%
Knowledge Test Hackney & Private Hire - Retest		52.50	79.00	26.50	50%
English Language Test - Retest			114.00		
Additional DBS fee for Drivers only	2 per Annum cost per application	75.50	227.00	151.50	50%
Hackney Carriage and Private Hire Driver's Licence	1 Year - Exceptional circumstances apply	122.50	202.50	80.00	65%
Hackney Carriage and Private Hire Driver's Licence	3 Years	367.50	552.00	184.50	50%
Hackney Carriage and / or Private Hire Vehicle Licence		195.00	293.00	98.00	50%
Private Hire Operator Licence 1 Year up to 5 Vehicles	Exceptional circumstances apply	70.00	70.00	0.00	0%
Private Hire Operator Licence 1 Year 6 - 10 Vehicles	Exceptional circumstances apply	110.00	110.00	0.00	0%
Private Hire Operator Licence 1 Year 11 - 20 Vehicles	Exceptional circumstances apply	160.00	160.00	0.00	0%
Private Hire Operator Licence 1 Year 21 - 40 Vehicles	Exceptional circumstances apply	260.00	260.00	0.00	0%
Private Hire Operator Licence 1 Year 41 - 80 Vehicles	Exceptional circumstances apply	456.00	456.00	0.00	0%
Private Hire Operator Licence 1 Year 81-100 Vehicles	Exceptional circumstances apply	560.00	560.00	0.00	0%
Private Hire Operator Licence 1 Year 101+ Vehicles	Exceptional circumstances apply	700.00	700.00	0.00	0%
Private Hire Operator Licence 5 Year up to 5 Vehicles		350.00	350.00	0.00	0%
Private Hire Operator Licence 5 Year 6 - 10 Vehicles		550.00	550.00	0.00	0%
Private Hire Operator Licence 5 Year 11 - 20 Vehicles		800.00	800.00	0.00	0%
Private Hire Operator Licence 5 Year 21 - 40 Vehicles		1,300.00	1,300.00	0.00	0%
Private Hire Operator Licence 5 Year 41 - 80 Vehicles		2,280.00	2,280.00	0.00	0%
Private Hire Operator Licence 5 Year 81-100 Vehicles		2,800.00	2,800.00	0.00	0%
Private Hire Operator Licence 5 Year 101+ Vehicles		3,500.00	3,500.00	0.00	0%
New / Replacement of Lost /Damaged Licence Plates (External)		46.50	70.00	23.50	51%
New / Replacement of Lost /Damaged Licence Plates (Internal)		11.55	17.50	5.95	52%
New vehicle full livery set			83.00		
New/Replacement doorsign		15.00	15.00	0.00	
Replacement CCTV stickers for vehicles			5.00		
Replacement of How Did I Do sign			5.00		
Replacement of Driver's Badge		11.55	17.50	5.95	52%
Transfer of Licence Plate to Different Vehicle (Hackney)		43.50	65.50	22.00	51%
Transfer of Licence Plate to Different Vehicle (Private Hire)		43.50	65.50	22.00	51%
Transfer of Ownership (Hackney)		43.50	65.50	22.00	51%
Transfer of Ownership (Private Hire)		43.50	65.50	22.00	51%

Vehicle Change of Use	From Private Hire to Hackney Carriage	43.50	65.50	22.00	0%
Change of Address		11.55	17.50	5.95	0%
Missed Appointment		-	-	0.00	0%
Counter service taxis			£50.00		
Total Estimated Annual Income		274,904.00	245,702.00		
LICENSING ACT 2003					
Preapplication advice licensing act remotely (per hour)			£60.00		new fee
Preapplication advice licensing act in person including site visit (per hour)			£100.00		new fee
Premises Licence and Club Premises Certificates					
Statutory fees apply as shown below					
(Licence fees are linked to non-domestic rateable value of the premises)					
Application Fee	Band A	100.00	100.00	0.00	0%
	Band B	190.00	190.00	0.00	0%
	Band C	315.00	315.00	0.00	0%
	Band D	450.00	450.00	0.00	0%
	Band E	635.00	635.00	0.00	0%
Annual Charge	Band A	70.00	70.00	0.00	0%
	Band B	180.00	180.00	0.00	0%
	Band C	295.00	295.00	0.00	0%
	Band D	320.00	320.00	0.00	0%
	Band E	350.00	350.00	0.00	0%
Minor variation application		89.00	89.00	0.00	0%
Dis Application DPS		23.00	23.00	0.00	0%
Personal Licence		37.00	37.00	0.00	0%
Pre notification advice Temporary Event Notice			£21.00		
Tempory Event Notice		21.00	21.00	0.00	0%
Theft, loss etc of premises licence summary		10.50	10.50	0.00	0%
Application for a provisional statement where premises being built etc.		315.00	315.00	0.00	0%
Notice of change of name or address		10.50	10.50	0.00	0%
Application to vary a licence to specify individual as Designated Premises Supervisor		23.00	23.00	0.00	0%
Application for transfer of Premises Licence		23.00	23.00	0.00	0%
Interim authority notice following death etc. of licence holder		23.00	23.00	0.00	0%
Theft, loss etc. of certificate or summary		10.50	10.50	0.00	0%
Notification of change of name or alteration of rules of club		10.50	10.50	0.00	0%
Change of relevant registered address of club		10.50	10.50	0.00	0%
Theft, loss etc. of Tempory Event Notice		10.50	10.50	0.00	0%
Theft, loss etc. of Personal Licence		10.50	10.50	0.00	0%
Duty to notify of change of name or address		10.50	10.50	0.00	0%
Right of freeholder etc. to be notified of licensing matters		21.00	21.00	0.00	0%
Premises Licenses Additional Fees	Where the number of people that the applicant allows on the premises at any one time is 5,000 or more an additional fee will be charged.	-	-	0.00	0%
Total Estimated Annual Income		103,300.00	103,300.00		
ANIMAL WELFARE					
Animal Welfare Regs 2018 Dog Day Care		262.50	289.00	26.50	10%
Animal Welfare Regs 2018 Sale of animals		291.38	321.00	29.63	10%
Animal Welfare Regs 2018 Breeding Dogs	Vet Fee + 1st inspection only	291.38	321.00	29.63	10%
Animal Welfare Regs 2018 Cat and Dog Home Boarding		262.50	289.00	26.50	10%
Animal Welfare Regs 2018 Horses (upto 10)	Vet Fee +	291.38	321.00	29.63	10%
Animal Welfare Regs 2018 Horses (between 11and 20)	Vet Fee +	367.50	405.00	37.50	10%
Animal Welfare Regs 2018 Horses (More than 20)	Vet Fee +	483.00	532.00	49.00	10%
Animal Wefare Regs 2018 Keeping or training animals		169.05	186.00	16.95	10%
Animal Welfare Regs 2018 Dog Day Care ADDITIONAL ACTIVITY		80.33	88.50	8.18	10%
Animal Welfare Regs 2018 Sale of animals ADDITIONAL ACTIVITY		106.05	117.00	10.95	10%
Animal Welfare Regs 2018 Breeding Dogs ADDITIONAL ACTIVITY		117.60	129.50	11.90	10%
Animal Welfare Regs 2018 Cat and Dog Home Boarding ADDITIONAL ACTIVITY		68.78	75.50	6.72	10%
Animal Welfare Regs 2018 Horses (upto 10) ADDITIONAL ACTIVITY		124.43	137.00	12.58	10%
Animal Welfare Regs 2018 Horses (between 11 and 20) ADDITONAL ACTIVITY		143.33	158.00	14.68	10%
Animal Welfare Regs 2018 Horses (More than 20) ADDITIONAL ACTIVITY		292.43	322.00	29.58	10%
Animal Wefare Regs 2018 Keeping or training animals ADDITIONAL ACTIVITY		53.55	59.00	5.45	10%
Animal Welfare Regs 2018 Dog Day Care PLV		160.65	177.00	16.35	10%
Animal Welfare Regs 2018 Sale of animals PLV		168.00	185.00	17.00	10%
Animal Welfare Regs 2018 Breeding Dogs PLV		181.65	200.00	18.35	10%
Animal Welfare Regs 2018 Cat and Dog Home Boarding PLV		131.25	145.00	13.75	10%
Animal Welfare Regs 2018 Horses (up to 10) PLV		189.00	208.00	19.00	10%
Animal Welfare Regs 2018 Horses (between 11 and 20) PLV		206.33	227.00	20.68	10%
Animal Welfare Regs 2018 Horses (More than 20) PLV		355.43	391.00	35.58	10%
Animal Wefare Regs 2018 Keeping or training animals PLV		169.05	186.00	16.95	10%
Animal Welfare Regs 2018 Dog Day Care RESCORE		133.88	147.50	13.63	10%
Animal Welfare Regs 2018 Sale of animals RESCORE		117.60	129.50	11.90	10%
Animal Welfare Regs 2018 Breeding Dogs RESCORE		129.15	142.50	13.35	10%
Animal Welfare Regs 2018 Cat and Dog Home Boarding RESCORE		105.00	116.00	11.00	10%
Animal Welfare Regs 2018 Horses (up to 10) RESCORE		136.50	150.50	14.00	10%
Animal Welfare Regs 2018 Horses (between 11 and 20) RESCORE		154.88	171.00	16.13	10%
Animal Welfare Regs 2018 Horses (More than 20) RESCORE		304.50	335.00	30.50	10%
Animal Wefare Regs 2018 Keeping or training animals RESCORE		-	-	0.00	0%
Animal Welfare Regs 2018 Dog Day Care APPEAL		95.55	105.50	9.95	10%
Animal Welfare Regs 2018 Sale of animals APPEAL		82.95	91.50	8.55	10%
Animal Welfare Regs 2018 Breeding Dogs APPEAL		101.33	111.50	10.18	10%
Animal Welfare Regs 2018 Cat and Dog Home Boarding APPEAL		69.83	77.00	7.18	10%
Animal Welfare Regs 2018 Horses (up to 10) APPEAL		101.33	111.50	10.18	10%

Animal Welfare Regs 2018 Horses (between 11 and 20) APPEAL		120.23	132.50	12.28	10%
Animal Welfare Regs 2018 Horses (More than 20) APPEAL		269.33	297.00	27.68	10%
Animal Welfare Regs 2018 Keeping or training animals APPEAL		-	-	0.00	0%
Total Estimated Annual Income		1,100.00	1,210.00		
GAMBLING ACT 2003					
<u>Lotteries (Statutory Fee)</u>					
	Initial	40.00	44.00	4.00	10%
	Renewal	20.00	22.00	2.00	10%
<u>Gaming Machines (Licensed Premises - Licensing Act 2003)</u>					
	Statutory Fees				
	Notify Licensing Authority of intention to provide a maximum of 2 gaming machines - category C and/or D	50.00	55.00	5.00	10%
	New licensed premises gaming permit	150.00	165.00	15.00	10%
	Vary an existing licensed premises gaming permit	100.00	110.00	10.00	10%
	Transfer an existing licensed premises gaming permit	25.00	27.50	2.50	10%
	Annual Fee (Permits over 2 machines)	50.00	55.00	5.00	10%
<u>Bingo Premises Licence</u>					
	Statutory Fees				
	Annual Fee	800.00	880.00	80.00	10%
	Application to vary a licence	1,500.00	1,650.00	150.00	10%
	Application to transfer a licence	1,000.00	1,100.00	100.00	10%
	Application for reinstatement of a licence	1,000.00	1,100.00	100.00	10%
	Application for provisional statement	2,700.00	2,970.00	270.00	10%
	Application for a new premises licence	2,700.00	2,970.00	270.00	10%
	Application for a new premises licence (Provisional Statement Holder)	1,000.00	1,100.00	100.00	10%
<u>Adult gaming centre premises licence</u>					
	Statutory Fees				
	Annual Fee	880.00	968.00	88.00	10%
	Application to vary a licence	880.00	968.00	88.00	10%
	Application to transfer a licence	1,100.00	1,210.00	110.00	10%
	Application for reinstatement of a licence	1,100.00	1,210.00	110.00	10%
	Application for provisional statement	1,650.00	1,815.00	165.00	10%
	Application for a new premises licence	1,650.00	1,815.00	165.00	10%
	Application for a new premises licence (Provisional Statement Holder)	1,650.00	1,815.00	165.00	10%
<u>Club Gaming/Machine Permit</u>					
	Statutory Fees				
	Application for a new permit	220.00	242.00	22.00	10%
	Application for a permit (Club Premises Certificate Holder)	110.00	121.00	11.00	10%
	Application for a permit (Existing Operator)	110.00	121.00	11.00	10%
	Application to vary a permit	110.00	121.00	11.00	10%
	Renewal	220.00	242.00	22.00	10%
	Renewal (Club Premises Certificate Holder)	110.00	121.00	11.00	10%
	Annual Fee	55.00	60.50	5.50	10%
	Copy of Permit	16.50	18.15	1.65	10%
<u>Betting premises (Track licence)</u>					
	Statutory Fees				
	Annual Fee	880.00	968.00	88.00	10%
	Application to vary a licence	1,100.00	1,210.00	110.00	10%
	Application to transfer a licence	880.00	968.00	88.00	10%
	Application for reinstatement of a licence	880.00	968.00	88.00	10%
	Application for provisional statement	2,200.00	2,420.00	220.00	10%
	Application for a new premises licence	2,200.00	2,420.00	220.00	10%
	Application for a new premises licence (Provisional Statement Holder)	880.00	968.00	88.00	10%
<u>Betting premises (other) licence</u>					
	Statutory Fees				
	Annual Fee	550.00	605.00	55.00	10%
	Application to vary a licence	1,320.00	1,452.00	132.00	10%
	Application to transfer a licence	1,100.00	1,210.00	110.00	10%
	Application for reinstatement of a licence	1,100.00	1,210.00	110.00	10%
	Application for provisional statement	2,530.00	2,783.00	253.00	10%
	Application for a new premises licence	2,530.00	2,783.00	253.00	10%
	Application for a new premises licence (Provisional Statement Holder)	1,100.00	1,210.00	110.00	10%
	Temporary use notice	275.00	302.50	27.50	10%
<u>Family entertainment centre premises licence</u>					
	Statutory Fees				
	Annual Fee	660.00	726.00	66.00	10%
	Application to vary a licence	880.00	968.00	88.00	10%
	Application to transfer a licence	880.00	968.00	88.00	10%
	Application for reinstatement of a licence	880.00	968.00	88.00	10%
	Application for provisional statement	1,650.00	1,815.00	165.00	10%
	Application for a new premises licence	1,650.00	1,815.00	165.00	10%
	Application for a new premises licence (Provisional Statement Holder)	880.00	968.00	88.00	10%
<u>Family Entertainment Centre Gaming Machine Permit</u>					
	Statutory Fees				
	Application for a new permit	330.00	363.00	33.00	10%
	Renewal	330.00	363.00	33.00	10%
	Application to Substitute name	27.50	30.25	2.75	10%
	Copy of permit	16.50	18.15	1.65	10%
Total Estimated Annual Income		13,550.00	14,905.00		
Film classification			£45 per hour		
Food Hygiene and Safety					
	Preapplication advice new food businesses remotely (per hour)		£60.00		
	Preapplication advice new food businesses in person including site visit (per hour)		£100.00		
			£185.00		
PRIVATE SECTOR HOUSING					
Houses in Multiple Occupation					
<u>Initial fees</u>					
Shared House					
	5 Persons	941.00	1,036.00	95.00	10%
	6 Persons	956.00	1,052.00	96.00	10%
	7 Persons	971.00	1,069.00	98.00	10%

8 Persons	986.00	1,085.00	99.00	10%
9 Persons	1,001.00	1,102.00	101.00	10%
Bedsit Type of Accomodation				
2 Bedsits	1,060.00	1,166.00	106.00	10%
3 Bedsits	1,120.00	1,232.00	112.00	10%
4 Bedsits	1,180.00	1,298.00	118.00	10%
5 Bedsits	1,239.00	1,363.00	124.00	10%
6 Bedsits	1,300.00	1,430.00	130.00	10%
Hostel Type Accomodation				
Up to 10 Persons	941.00	1,036.00	95.00	10
11 to 20 Persons	1,239.00	1,363.00	124.00	10%
21 to 40 Persons	1,537.00	1,691.00	154.00	10%
41 to 60 Persons	1,835.00	2,019.00	184.00	10%
61 to 80 Persons	2,133.00	2,347.00	214.00	10%
More than 81 Persons	2,431.00	2,675.00	244.00	10%
<u>Renewal fees</u>				
Shared House				
5 Persons	660.00	726.00	66.00	10%
6 Persons	673.00	741.00	68.00	10%
7 Persons	685.00	754.00	69.00	10%
8 Persons	697.00	767.00	70.00	10%
9 Persons	709.00	780.00	71.00	10%
Bedsit Type of Accomodation				
2 Bedsits	757.00	833.00	76.00	10%
3 Bedsits	806.00	887.00	81.00	10%
4 Bedsits	854.00	940.00	86.00	10%
5 Bedsits	901.00	992.00	91.00	10%
6 Bedsits	950.00	1,045.00	95.00	10%
Hostel Type Accomodation				
Up to 10 Persons	660.00	726.00	66.00	10%
11 to 20 Persons	901.00	992.00	91.00	10%
21 to 40 Persons	1,143.00	1,258.00	115.00	10%
41 to 60 Persons	1,384.00	1,523.00	139.00	10%
61 to 80 Persons	1,625.00	1,788.00	163.00	10%
More than 81 Persons	1,866.00	2,053.00	187.00	10%
Unlicensed HMO Inspection fee	-	350.00	0.00	new
HMO Licence Application request for paper form	-	50.00	0.00	new
Late Application fee	-	50.00	0.00	new

Agenda Item 8

Report to:	Licensing Committee
Date:	27th January 2025
Title:	Eastbourne Borough Council Unmet Demand Survey
Report of:	Chief Executive
Ward(s):	All
Purpose of report:	For the Licensing Committee to determine whether or not an Unmet Demand Survey should be undertaken and on what terms.
Officer recommendation(s):	That the Licensing Committee considers: a) Whether or not an Unmet Demand Survey should be undertaken. b) If the survey is agreed, whether the survey should be a) in relation to hackney trade only or b) in relation to both hackney and private hire trade; c) If agreed, authorising the Senior Specialist Advisor to commence the survey and report back to the Committee on the results.
Reasons for recommendations:	A request was received from the trade for the Council to consider undertaking an Unmet Demand Survey.
Contact Officer(s):	Name: Dee O’Leary Post title: Senior Specialist Advisor E-mail: dee.o’leary@lewes-eastbourne.gov.uk Telephone number: 07596890939

1 Introduction

- 1.1 Eastbourne Borough Council is responsible for licensing drivers, vehicles, and operators in relation to the hackney carriage and private hire trade.
- 1.2 Following a meeting with representatives from Eastbourne Licensed Hackney Carriage trade, in May 2024, the trade was advised that the Council would consider undertaking an unmet demand survey. The last unmet demand survey was undertaken in Eastbourne prior to 2009, this survey covered Hackney Carriage only.
- 1.3 Eastbourne Borough Council has not conducted an unmet demand survey since 2006. There has been no legal requirement to do so, due to there being no

restrictions to the number of licensed Hackney Carriages within the Borough since 2009.

- 1.4 The Department for Transport (DfT) issued the 'Taxi and Private Hire Vehicle Licensing Best Practice Guidance For Licensing Authorities In England', , updated in November 2023, which refers to unmet demand surveys. The Guidance suggests that if a Licensing Authority is considering putting a quantity limit on hackney carriage vehicles (which the DfT do not recommend doing), then an unmet need survey should be undertaken.
- 1.5 The present legal provision on quantity restrictions for taxis outside London is set out in section 16 of the Transport Act 1985. This provides that the grant of a taxi licence may be refused for the purpose of limiting the number of licensed taxis if, but only if, the licensing authority is satisfied that there is no significant unmet demand for taxi services in its area.
- 1.6 In the event of a challenge to a decision to refuse a licence, the authority concerned would have to establish that it had, reasonably, been satisfied that there was no significant unmet demand.
- 1.7 An unmet demand survey is a research tool designed to evaluate the need for transportation services that are not adequately provided by current options. Its primary goal is to identify service gaps, understand the specific needs of underserved user groups, and gather data on the times and areas where demand exists without corresponding services.
- 1.8 This type of survey focuses on understanding transportation needs within target populations, such as commuters, students, and individuals with disabilities. It utilizes a variety of data collection methods, including questionnaires, interviews, and observations. The survey analyses existing transportation services to identify gaps and deficiencies in meeting community needs. The findings from the survey help transportation planners and policymakers make informed decisions about adjusting services, introducing new routes, and improving existing transportation options.
- 1.9 Officers have made enquiries with companies that conduct unmet need surveys and it is expected that the cost of the unmet demand survey will be in region of £20,000 - £25,000 to cover both the Hackney carriage and Private hire trade.

2 Considerations

- 2.1 An unmet demand survey can identify gaps in service enabling informed decisions to be made on changes to service provision. The findings can also enable the licensing authority to justify regulatory changes, including changes to the Guidance, by seeking to facilitate the growth of taxi licences to meet any unmet need. The uncovering of any unmet demand may stimulate market entry which may benefit passengers. Furthermore, insights from the survey may aid in crafting targeted policies for underserved demographics, such as individuals with disabilities, creating a more equitable transport system. In addition, operators can use the survey results to adjust their services thus catering more effectively to community demand through operational changes or new offerings. If any

unmet demand is found, addressing that need would boost service availability, improving the user experience. The collected data can align taxi services with broader sustainability objectives, promoting short trips and connections to public transport to mitigate congestion and emissions.

2.2 Conducting an unmet demand survey can be beneficial, yet it comes with several downsides. These include significant costs and resource demands, potential issues with data reliability if sample sizes are inadequate, and the risk of misinterpretation of findings leading to misguided policy decisions. Increased competition from new taxi licenses may adversely impact existing operators, while the survey could raise public expectations for service improvements that may not be feasible. Additionally, the results might provoke regulatory challenges and community resistance, and the focus on current needs could render the findings quickly outdated. Thus, careful consideration is needed to balance the potential benefits against these challenges.

2.3 Members are asked to note that the financing of demand surveys should be paid for by the local taxi trade through general revenues from licence fees. There are currently no reserves to facilitate this, and potentially licensing fees would need to be increased to cover the costs of the survey. Other funding arrangements may call into question the impartiality and objectivity of the survey process.

3 Options

3.1 Members have the following options:

1. Agree to an Unmet Demand Survey (Hackney only)
2. Agree to an Unmet Demand Survey and include the Private Hire Trade
3. Refuse to undertake an Unmet Demand Survey.

4 Financial appraisal

4.1 Eastbourne Borough Council is responsible for licensing drivers, vehicles, and operators in relation to the hackney carriage and private hire trade. This report considers whether an unmet demand survey should be undertaken to establish if existing license numbers are sufficient to meet existing demand for services in the Borough. The financial implications within this report relate to the potential cost of undertaking the survey. There is no existing budget allocation for such a survey (estimated to be £25,000) and the expectation is that funding for the survey should be sought through additional fees paid by existing licence holders. However, should the survey find there is an “unmet” demand for such services, this could lead to an increase in the number of licences issued, potentially generating additional income.

5 Legal implications

5.1 The Legal section considered this Report on 13 January 2025 (Iken 13569-EBC-MW).

6 Risk management implications

6.1 There are no risk management implications.

7 Equality analysis

7.1 There are no Equality Implications associated with this report.

8 Environmental sustainability implications

8.1 There are no sustainability and/or carbon reduction implications associated with this Report.

9 Appendices

9.1 None.

10 Background papers

10.1 The background papers used in compiling this report were as follows:

Department for Transport guidance: [Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England - GOV.UK](#)