

Meeting: Full Council

Date: 7 July 2022

Subject: Approval of Licensing Fee 2022/23

Report of: Director of Service Delivery

The Council is asked to consider the minute and resolution of the Licensing Committee held on 7 July 2022 as set out below.

Recommendation to Full Council

To recommend to Full Council to approve the licensing fee proposed for the 6 monthly DBS check.

Minute extract

Licensing Committee – 7 July 2022

6. Approval of additional Licensing Fee 2022/23

The Committee considered the report which sought its recommendation to Full Council that the additional licensing fee proposed within paragraph 1 be applied from September 2022.

The Regulatory Services Lead (RSL) presented the report, highlighting that all new applicants and current licensed drivers would be required to adhere to a 6 monthly DBS check, which could be undertaken through the gov.uk website or, alternatively, could be processed by Lewes District Council. The cost of the service for the Council would require an increase from £40 to £65 to take into account an administration fee, which would apply from September 2022 onward.

Discussions included automatic reminders in respect of the 6 monthly DBS check, the amount of time it took the Council to process applications, whether there was any way to make the process more cost-effective and what costs were covered by the proposed increase in the Licensing fee. It was also noted that the Council had absorbed staff costs of this service over the previous two years.

The Committee queried the cost of the fee if the process was undertaken through the gov.uk website. The RSL explained that she did not know the exact fee, but that it was less than the £40 currently charged by the Council.

Members requested that a follow-up report come back to the Committee with details relating to DBS checks which were processed through the gov.uk website versus those processed by the Council. The RSL agreed to add that detail to future annual fee setting reports.

Resolved:

That Full Council be recommended to approve the Licensing Fee, as set out in the report, for the 6 monthly DBS check.

For a copy of the report please contact Democratic Services.

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E-mail: committees@lewes-eastbourne.gov.uk

A copy may be downloaded on the Council's website by following the link below:

[Agenda for Lewes District Council Licensing Committee on Thursday, 7 July, 2022, 10.30 am \(lewes-eastbourne.gov.uk\)](#)