

**MEETING
OF THE COUNCIL**



Thursday, 3rd December, 2015

7.00 pm

**Council Chamber
Thanet District Council
Margate**

**www.thanet.gov.uk
01843 577000**

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Date: 27 November 2015
Ask For: James Clapson
Direct Dial: (01843) 577200
Email: james.clapson@thanet.gov.uk



You are hereby summoned to attend the meeting of the Thanet District Council to be held in the Council Chamber, Council Offices, Cecil Street, Margate, Kent on Thursday, 3 December 2015 at 7.00 pm for the purpose of transacting the business mentioned below.

Timothy Howes

Director of Corporate Governance

To: The Members of Thanet District Council

FIRE ALARM PROCEDURES: If the fire alarm is activated, please vacate the offices via the stairs either through the security door to the left of the Chairman or opposite the lifts in the foyer. Please do not use the lifts. Please assemble in Hawley Square on the green. Officers will assist you and advise when it is deemed safe to return to the Chamber.

AGENDA

Item
No

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 10)

To approve the Minutes of the meeting of Council held on 15/10/2015, copy attached.

3. **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Chief Executive in accordance with Council Procedure Rule 2.1 (iv).

4. **DECLARATIONS OF INTEREST**

5. **PETITIONS**

5a **ELLINGTON PARK PETITION** (Pages 11 - 12)

6. **QUESTIONS FROM THE PRESS AND PUBLIC**

To receive questions received from the press or public in accordance with Council Procedure Rule 13.

Item
No

Subject

6a **COST OF MANSTON CPO EXTERNAL LEGAL AND CONSULTANT ADVICE**
(Pages 13 - 14)

7. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

To receive questions from Members of the Council in accordance with Council Procedure Rule 14.

7a **THE PROJECTED NEED FOR AFFORDABLE HOUSING** (Pages 15 - 16)

7b **UKIP PARTY WHIP** (Pages 17 - 18)

7c **THE MINUTES FROM THE MOST RECENT INVEST THANET MEETING** (Pages 19 - 20)

8. **NOTICE OF MOTION**

To receive any Notices of Motion from Members of Council in accordance with the Council Procedure Rule 16.

9. **LEADERS REPORT** (Pages 21 - 22)

10. **REPORT OF THE CHAIRMAN OF THE OVERVIEW AND SCRUTINY PANEL**
(Pages 23 - 26)

11. **THE DETERMINATION OF THE LICENSING POLICY STATEMENT FOR THE NEXT FIVE YEARS** (Pages 27 - 54)

12. **THE DETERMINATION OF THE GAMBLING POLICY STATEMENT FOR THE NEXT THREE YEARS** (Pages 55 - 90)

13. **GENERAL FUND CAPITAL PROGRAMME MONITORING AND CHANGES**
(Pages 91 - 100)

14. **FEES & CHARGES 2016/17** (Pages 101 - 138)

15. **EAST KENT JOINT INDEPENDENT REMUNERATION PANEL** (Pages 139 - 146)

16. **APPOINTMENTS TO COMMITTEES, PANELS AND BOARDS - 2015/16** (Pages 147 - 158)

Declaration of Interests Form

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Public Document Pack Agenda Item 2

COUNCIL

Minutes of the meeting held on 15 October 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillors Ashbee, Bambridge, Bayford, Braidwood, Brimm, Buckley, Campbell, G Coleman-Cooke, K Coleman-Cooke, Collins, Connor, Crow-Brown, Curran, Day, Dellar, Dennis, Dexter, Dixon, Edwards, Elenor, Evans, J Fairbrass, L Fairbrass, Falcon, Fenner, Game, I Gregory, K Gregory, Grove, Hayton, E Dawson, G Hillman, Howes, Jaye-Jones, Johnston, Larkins, Martin, Matterface, Partington, Piper, Potts, Rogers, D Saunders, M Saunders, Savage, Shonk, Smith, Stummer-Schmertzing, Taylor, Taylor-Smith, Tomlinson, Townend and Wells

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Leys and Munday.

2. MINUTES OF PREVIOUS MEETING

It was proposed by the Chairman, seconded by the Vice-Chairman and agreed that the minutes of the Council meeting held on 16 July 2015 be approved and signed by the Chairman.

3. ANNOUNCEMENTS

The Chairman made announcements regarding the following:

- The Chairman had attended a memorial to the life of the late Allan Willett, former Lord Lieutenant of Kent, during which his contribution to Kent, and Thanet in particular, was acknowledged.
- Members were reminded of the code of conduct, which was agreed by Members at the last meeting of Council.
- Congratulations were offered to Councillor Johnston, who had been elected Chairman of British Destinations.

4. DECLARATIONS OF INTEREST

Councillor Dexter declared an interest in agenda item 7b and 14. There were no other declarations of interest.

5. PETITIONS

It was noted that no petitions had been received.

6. QUESTIONS FROM THE PRESS AND PUBLIC

- (a) Question No.1 From a Member of the Public - Universal Credit Application Assistance

Dr Symonds asked Councillor Crow-Brown the following question:

"With the introduction of Universal Credit this month, what provision has been made at Gateway Plus for those patients in the community with severe mental disorder, who may need help in completing the required forms?"

Councillor Crow-Brown responded with the following points:

- Universal Credit would be introduced from 12 October and be available to new applicants only.
- It was unlikely that an individual with a severe mental disorder would be eligible for Universal Credit as the individual would probably receive an alternative form of benefit.
- Individuals applying for Universal Credit would have a work coach to assist in the application process.
- Gateway staff could call upon a number different agencies to provide specific expertise if specialist assistance was required.

(b) **Question No.2 from a Member of the Public - The Local Plan**

Ms Kennedy asked Councillor L Fairbrass the following question:

"In writing the Local Plan, can you confirm that current analysis of data and software modelling suggests that many more thousands of homes will be required than the 12,000 by 2031 proposed in the first draft and can you advise residents where UKIP would prefer those homes to be located?"

Councillor Fairbrass responded with the following points:

- The Council had received a draft report that suggested a rise of housing requirement to 15,660, however the report was not finalised and was open to scrutiny and challenge.
- No decision had been made regarding the number of houses required or possible locations for housing.
- A final decision would be made by Council once full consultation had taken place.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

(a) **Question No. 1 - Preparations for Retirement of a Margate GP**

Councillor Johnston asked Councillor Wells the following question:

"The announcement last March by Dr Rahman of his intended retirement at the end of September has led to 2,000 patients needing to find a new GP.

What actions have you taken through the Health and Well Being Board, CCG and especially NHS England to ensure our residents will be properly served?"

Councillor Wells responded with the following points:

- National polls suggested that 1/3 of GP's planned to retire in the next 5 years.
- The Clinical Commissioning Group (CCG) was looking ahead to support GP's by building teams of other medical professionals around GP's to create a more seamless out of hospital service.
- Thanet CCG and the Council had supported Dr Rahman's patients to register with surrounding practices.
- The Council had been assured by NHS England that surrounding practices had the capacity to take these patients.
- NHS England had overall responsibility for the provision of GP services.

Councillor Johnston asked a follow up question requesting what specifically had Councillor Wells had done, and suggested that the matter should be raised with local MP's.

Councillor Wells responded that he had had conversations with the CCG and members of the Thanet Health and Wellbeing Board, and would raise the issue when he met with MP's in November.

(b) **Question No.2 - An Update on the Work of the A&E Cabinet Advisory Group**

Councillor Dexter left the meeting for this item.

Councillor Matterface asked Councillor Wells the following question:

"On July 16th after the presentation of the A&E petition, the leader stated he would set up a Cabinet Advisory Group to consider the petition in tandem with other emerging proposals from the East Kent Hospitals University Foundation Trust.

Could we, please, have an update on this CAG?"

Councillor Wells responded with the following points:

- Cabinet was scheduled to meet on 22 Oct 2015 to agree the terms of reference of the Cabinet Advisory Group (CAG).
- Once agreed at Cabinet the CAG would meet at the beginning of November and consist of 4 UKIP Members, 2 Conservative Members, 1 Labour Member and 1 Democratic Independence Group Member.

Councillor Matterface asked a supplementary question enquiring whether the CAG was only on the Cabinet agenda because she had asked her question at Council.

Councillor Wells responded that it had always been the intention for the CAG be set up and in place to review the proposals from the East Kent Hospitals University Foundation Trust that were expected to be issued towards the end of October.

(c) **Question No.3 - Maintenance Budget for Off Street Parking**

Councillor K Gregory asked Councillor Brimm the following question:

"As the Budget setting process approaches, could I urge you to put a robust case forward to include an adequate maintenance program for our 'off street' Car Parks within next year's Council Budget?"

Councillor Brimm responded with the following points:

- Income generated from parking charges has previously been used to support other council services.
- Over the last 12 years only minor repair and patching work has been carried out to the car parks.
- The cost to resurface a car park was in excess of £100,000.00.
- There was a need to start an improvement programme as residents and visitors expect carp parks to have a good surface, clearly marked bays, good lighting and working ticket machines.
- There maybe a need to increase parking costs, however any increase would be discussed as part of the budget consultation process. A final decision would come to Council for approval.

Councillor K Gregory asked a supplementary question which enquired whether budgeting for car park maintenance would have been easier if the Council, under the previous

administration, had not been fined for its attempted ban of live animal exports at the port of Ramsgate.

Councillor Brimm responded that the money could have been spent on a number of projects. The last car park to be fully resurfaced was Joss Bay, 12 years ago.

(d) **Question No.4 - The Corporate Risk Register.**

Councillor Taylor-Smith asked Councillor Crow-Brown the following question:

"Please will the Cabinet Member for Corporate Governance Services confirm to Council that the Corporate Risk Register is an accurate and realistic reflection of our Council's business situation and that all risks are adequately covered?"

Councillor Crow-Brown responded with the following points:

- The risk register was regularly reviewed, once the new corporate plan had been agreed by Council, the risk register would be updated.
- Risks could not always be fully mitigated or eliminated, therefore it was necessary to manage risk.
- The last audit review had given substantial assurance that the Council adequately managed its risks.

Councillor Taylor-Smith asked a supplementary question enquiring why Manston Airport was no longer shown as a specific risk on the risk register.

Councillor Crow-Brown responded that Manston Airport was included within the major project heading on the risk register. He offered to respond to Councillor Taylor-Smith in writing with more detail if she wished.

(e) **Question No.5 - The Local Plan**

Councillor Partington asked Councillor L Fairbrass the following question:

"What number of empty properties will be used to reduce the build requirement for the local plan?"

Councillor L Fairbrass responded with the following points:

- Within the financial year the Council had bought 110 empty properties back into use.
- Other local authorities with active programmes to bring empty properties back into use have won concessions against new housing need. Investigation into how this had been achieved was underway.

Councillor Partington followed up her question by stating that Thanet had been ranked 11th out the 346 local authorities in the country for having the most empty properties, she enquired what would be done to ensure an adequate strategy was in place to bring empty properties back into use.

Councillor L Fairbrass responded with the following points:

- Council records showed that there were 1860 empty properties in the district, this was 2.8% of the Council's housing stock.
- The Council was looking at robust ways of getting empty properties back into use.

(f) **Question No.6 - Proposed Conservation Area in Cliftonville West**

Councillor Savage asked Councillor L Fairbrass the following question:

"The decision by Cabinet on 10th September for a consultation exercise for the proposed conservation areas in Cliftonville West, although totally laudable in its objective, invokes a requirement for Council to act competently. With a decision to proceed, does she feel there is adequate officer coverage to ensure effective implementation?"

Councillor L Fairbrass responded that she felt there would be adequate staff resource available.

Councillor Savage followed up his question by enquiring whether adequate budget would be in place to fund the staff required.

Councillor L Fairbrass responded that the resource implications would be considered as part of the budget setting process.

8. NOTICE OF MOTION

It was noted that no motions on notice had been received.

9. LEADERS REPORT

During his report the Leader covered the following areas:

- The new corporate plan, was for consideration by Council that evening.
- The consultants draft report for the local plan had been received and stated a requirement for 15660 new homes, the Leader would have a teleconference with the report authors and request justification of these figures.
- Dreamlands scenic railway was now open.
- The car transporter at Ramsgate port was a sign that the Port is open and ready for business.
- There had been a move from negotiations regarding Manston Airport, to an open and transparent report on the facts which was expected to come before Cabinet on 29 October 15. This date was subject the availability of the Council's legal consultant, who needed to be available to answer questions from Members.

Councillor Bayford as Leader of the Conservative Party responded with the following points:

- UKIP had lost overall control of the Council.
- The corporate plan should be based upon service plans.
- The Council had a good record of bringing empty homes back in to use. This should be factored into the local plan.
- A healthy, growing economy must have new housing to support it.
- It was good that the scenic railway was open however it was a shame that it took so long. There were rumours about financial claims against the Council connected to the Dreamland project.
- Activity at the Ramsgate Port was good, however consideration was needed about the future of the Port, if it becomes apparent that it would not be very successful. It was a valuable asset which needed to be fully utilised.
- It was surprising that RiverOak still wished to be involved in Manston Airport after such a delay. If there were valid reasons not to pursue a CPO, then these reasons should be published.

The Leader replied to Councillor Bayford's comments with the following points:

- Service plans would be merged into the corporate plan in time for budget setting later this year.
- There was a link between new jobs, inward migration and new housing.

- It would not be acceptable to comment upon rumour in relation to Dreamland.
- Propositions for the use of the Port were always welcome.
- Information around Manston Airport would become clear in the report to be considered by Cabinet on 29 October.

Councillor Collins as Leader of the Democratic Independence Group made the following points:

- The Democratic Independence Group pledged to hold the UKIP party to their election promises.

The Leader replied to Councillor Collins' comments with the following points:

- The UKIP party were ready and willing to launch a CPO once a suitable indemnity partner was identified.

Councillor Johnston as Leader of the Labour Group made the following points:

- It was important to keep election promises.
- The new corporate plan appeared to be an amalgamation of the four priority commitments from the previous administrations corporate plan.
- The enterprise zone expansion was to include Manston, however there appeared to be little progress on this.
- It was good to see the scenic railway in action.
- Pleased that funds had been put aside to for the dredging of Ramsgate Port to allow for car container ferries.
- The local plan should have been in place from 2011.

The Leader replied to Councillor Johnston's by thanking her for her comments.

10. CORPORATE PRIORITIES 2015-2019

It was proposed by the Leader and seconded by the Councillor L Fairbrass that Members agree the recommendation at paragraph 8.1 of the report, namely:

"To approve the report and the proposed Corporate Plan 2015–2019 as drafted."

Councillor Fenner proposed, Councillor Campbell seconded the following amendment to the proposal:

- Priority 2 on housing: at the end of bullet point 2 to add "by committing to the provision of more social and affordable housing"
- Priority 3: to add another bullet point which reads as follows; "joining forces with other organisations/agencies to lobby Government to invest more in education and training in FE"
- Value 2: to add another bullet point which reads as follows; "to work towards becoming a "living wage Council""
- Priority 2 again: to add another bullet point which reads as follows; "to promote leisure facilities and protect our green and open spaces".

Upon being put to the vote, the amendment was lost.

Members voted on the substantive proposal which was subsequently declared carried subject to the following;

- That the word 'Parish' be included in the final paragraph of the draft measure for success for Priority 1.

- Grammatical corrections were made in the use of apostrophes in the Draft Measures of Success text.

11. REPORT OF THE CHAIRMAN OF THE OVERVIEW AND SCRUTINY PANEL

Councillor D Saunders, the Chairman of Overview and Scrutiny, presented his report and made the following points:

- The sub-groups met in September and early October.
- There continued to be a close watching brief regarding the QEQM Hospital A&E services, TDC artefacts management, and the Winter Gardens as a major events venue.
- A report would be considered at Cabinet regarding TDC artefacts management on 22 October.

In response to the report it was noted that the artefacts that had been in the stairwells of TDC were in the Margate museum.

Members noted the report.

12. 2014/15 YEAR-END TREASURY REPORT

It was proposed by Councillor Townend, seconded by the Leader and Members agreed the recommendation as shown in paragraph 15.1 of the report, namely that:

“Following approval by the Governance and Audit Committee on 24 June 2015, and by Cabinet on 30 July 2015, that Council:

- Notes the actual 2014/15 prudential and treasury indicators in this report.
- Approves the annual treasury management report for 2014/15.”

13. A REQUEST FROM WESTGATE TOWN COUNCIL FOR A CHANGE IN THE NAME OF THE PARISH TO WESTGATE-ON-SEA

It was proposed by the Chairman, seconded by the Vice-Chairman and Members agreed the recommendation as shown in paragraph 4.1 of the report, namely that:

The Council is recommended to:

1. Note the receipt of the request from Westgate Town Council to change the name of the parish;
2. Agree to the making and publication of a notice under Section 75 of the Local Government Act 1972 to change the name of the parish to Westgate-on-Sea and the consequent change in the name of the Westgate Town Council to the Westgate-on-Sea Town Council.”

14. QEQM PETITION - KCC HEALTH OVERVIEW & SCRUTINY COMMITTEE CHAIRMAN'S RESPONSE

Councillor Dexter left the meeting for this item.

It was proposed by the Leader, seconded by Councillor Stummer-Schmertzing and Members agreed to note the report.

15. APPOINTMENTS TO COMMITTEES, PANELS AND BOARDS - 2015/16

It was proposed by the Leader, seconded by Councillor Bayford and Members agreed the recommendation at paragraph 3.1 of the report, namely:

“That Council agrees the proposal to achieve proportionality outlined at paragraph 2.5.”

NOMINATION OF MEMBERS TO SERVE ON COMMITTEES

The Leader offered to advise of his nominations outside of the meeting.

Councillor Bayford, Councillor Collins and Councillor Johnston offered their nominations as detailed in the following table;

| Committee / Group | Current Position | New Position |
|---|-------------------------|----------------------------|
| Planning Committee | | |
| Democratic Independent Group | No entitlement | Cllr Collins |
| UKIP | 7 Councillors | 1 Councillor to be removed |
| Planning Committee Substitutes | | |
| Democratic Independent Group | No entitlement | Nomination needed |
| UKIP | Cllr Collins | Cllr G Hillman |
| Licensing Board | | |
| Democratic Independent Group | No entitlement | Cllr Smith |
| UKIP | Cllr Collins | New nomination needed |
| UKIP | Cllr E Hillman | Cllr J Fairbrass |
| Conservative | No entitlement | Cllr Savage |
| Overview and Scrutiny Panel | | |
| Democratic Independent Group | No entitlement | Cllr Elenor |
| UKIP | Cllr Martin | No entitlement to seat |
| UKIP | Cllr Elenor | New nomination needed |
| Conservative | No entitlement | Cllr Dexter |
| Governance and Audit Committee | | |
| Democratic Independent Group | No entitlement | Cllr Ashbee |
| UKIP | Cllr Collins | New nomination needed |
| Conservative | Cllr Partington | Cllr Taylor-Smith |
| Conservative | No entitlement | Cllr Game |
| Governance and Audit Committee Substitutes | | |
| Democratic Independent Group | No entitlement | Nomination needed |
| Conservative | Vacancy not filled | Cllr Partington |
| Conservative | Vacancy not filled | Cllr Savage |
| General Purposes | | |
| UKIP | Cllr Ashbee | New nomination needed |
| UKIP | Cllr Smith | New nomination needed |
| Democratic Independent Group | No entitlement | Cllr Martin |
| B&EA Working Party | | |
| Democratic Independent Group | No entitlement | Cllr Martin |
| UKIP | 4 Councillors | 1 Councillor to be removed |
| Constitutional Review Working Party | | |
| UKIP | Cllr Martin | New nomination needed |
| UKIP | Cllr Elenor | New nomination needed |
| UKIP | No entitlement | New nomination needed |
| Democratic Independent Group | No entitlement | Cllr Elenor |
| Labour | No entitlement | Cllr Campbell |
| Standards Committee | | |
| UKIP | Cllr Ashbee | New nomination needed |

PARISH COUNCIL REPRESENTATIVES ON THE STANDARDS COMMITTEE AND THE JOINT TRANSPORTATION BOARD

It was proposed by the Chairman, seconded by the Vice-Chairman and Members agreed the recommendation as shown in paragraph 7.1 of the report, namely:

“That Council note the nominations made by the Thanet Association of Local Councils to the Standards Committee and the Joint Transportation Board.”

Meeting concluded: 8.45 pm

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PETITION TO COUNCIL – ELLINGTON PARK

To: **Council – 3 December 2015**

By: **Gavin Waite, Director of Operational Services**

Classification: **Unrestricted**

Wards: **All**

Summary: **A petition to the Council has been received in relation to supporting the Heritage Lottery Fund bid for the regeneration of Ellington Park.**

For decision

1.0 Introduction and background information

1.1 Under the Council's petitions scheme, if a petition contains more than 1,000 signatures, the petition organiser will be offered five minutes to present the petition at a meeting of Council; and, at the meeting at which the presentation of the petition takes place, Council will debate the petition and decide how to respond.

2.0 Current Situation

2.1 A petition organised by Mrs Beverley Perkins of the Friends of Ellington Park has been validly signed by 2,498 persons. The petition prayer reads:

| |
|--|
| <p>"We the undersigned ask the council (Thanet District Council) to support the Heritage Lottery Fund bid for the regeneration of Ellington Park, Ramsgate."</p> |
|--|

2.2 In addition to the 2498 persons who have validly signed the petition, 131 signatures were disallowed as they were deemed invalid in accordance with the Council's petition scheme. Of the 2,498 valid signatures 115 were from outside the Thanet District. In addition an epetition on the Council's website containing the same petition prayer was submitted at the same time by the petitioner organiser which contained a further 38 signatories.

2.3 Mrs Perkins has confirmed that she would like to present the petition at this meeting; she will, under the petitions scheme, have up to five minutes in which to speak.

2.4 The Council is committed to working with the Friends of Ellington Park in order to submit a fresh funding application to the Heritage Lottery Fund (HLF) in 2016. A project team of council officers met with the Friends of Ellington Park on 12 October 2015 in order to commence the HLF submission process.

2.5 The next step will be for the Friends and Council Officers to meet with representatives from the HLF to discuss the outcome of the previous application and how we now take forward a redeveloped partnership application. We then plan to submit an application to the HLF for the next Parks for People programme deadline in February 2016.

2.6 The support given by TDC is conditional on both partners being able to agree an application that does not expose TDC to significant risk or costs both during the application process and also the delivery and implementation phase, which could be up to

25 years and includes additional repair and maintenance costs associated with the regeneration work.

3.0 Corporate Implications

3.1 Financial

3.1.1 Current project cost proposals are being discussed as part of the regular meetings between representatives of both parties. Future maintenance costs of proposals are one area of concern given the financial pressures on local authorities nationally and these need to be reviewed throughout the application process. Further VAT advice will need to be sought once final costs and project proposals are known.

3.2 Legal

3.2.1 There are no immediate legal implications arising from this report. Further Legal advice will need to be sought once project proposals are known

3.3 Corporate

3.3.1 In accordance with the Council's petitions scheme, if a petition contains more than 1,000 signatures, Council will debate the petition and decide how to respond.

3.4 Equity and Equalities

3.4.1 There are no specific equity and equalities issues arising from this report.

4.0 Recommendation

4.1 That Council debate the petition and confirm its support as outlined in this report.

5.0 Decision Making Process

5.1 Petitions are considered by Council. Those that have over 1000 signatories may be debated at Full Council.

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| Contact Officer: | Gavin Waite, Director of Operational Services |
| Reporting to: | Madeline Homer, Chief Executive |

Annex List

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| None | |
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Corporate Consultation Undertaken

| | |
|----------------|---------------------------------------|
| Finance | Clive Bowen, External Funding Officer |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

QUESTION NO. 1 FROM A MEMBER OF THE PUBLIC – COST OF EXTERNAL LEGAL AND CONSULTANT ADVICE FOR THE AIRPORT CPO

To: Council – 3 December 2015
By: Committee Services Manager
Classification: Unrestricted

Summary: The Leader will receive a question from a member of the public in relation to the cost of external legal and consultant advice regarding the CPO of Manston airport.

For Information

1.0 Introduction and Background

1.1 The following question, addressed to the Leader, has been received from Mr Wraight in accordance with Council Procedure Rule No.13:

“How much has external legal/consultant fees relating to the Airport CPO cost the Council, is it true that RiverOak would have paid these costs if selected as an indemnity partner, and has TDC made arrangements for any future CPO partner to pay these costs incurred in going forward?”

1.2 Under Council Procedure Rule 13.7, the Chairman will invite the questioner to put their question to the Member named in the notice. If the questioner is not present, the question shall not be put and shall be answered in writing.

1.3 Under Council Procedure Rule 13.8, if the Member to whom the question is directed is present they will provide an oral answer. If that Member is not present, the question will be answered by the Leader or another Member nominated by the Leader for the purpose unless it is inappropriate for the Leader to give an oral answer or to nominate another Member to give an oral answer, in which case the question will be dealt with by a written answer.

1.4 The total time devoted to questions shall not exceed 30 minutes. Any question which cannot be dealt with during that time will be replied to in writing.

2.0 Corporate Implications

2.1 Financial

2.1.1 None arising directly from this report

2.2 Legal

2.2.1 None arising directly from this report

2.3 Corporate

2.3.1 Council Procedure Rule 13 affords members of the public the opportunity to ask questions of Members of the Cabinet at ordinary meetings of the Council.

2.4 Equity and Equalities

2.4.1 None arising directly from this report.

3.0 Recommendation

3.1 This report is for information.

4.0 Decision Making Process

4.1 This report is for information.

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| Contact Officer: | Nicholas Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

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|------|--|
| None | |
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Background Papers

| Title | Details of where to access copy |
|--------------|--|
| None | |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

QUESTION NO. 1 FROM A MEMBER – THE PROJECTED NEED FOR AFFORDABLE HOUSING

To: **Council – 3 December 2015**

By: **Committee Services Manager**

Classification: **Unrestricted**

Summary: **The Deputy Leader and Cabinet Member for Community Services will receive a question from a Member of Council in relation to the projected need for affordable housing.**

For Information

1.0 Introduction and Background

- 1.1 The following question, addressed to Councillor L Fairbrass, Deputy Leader and Cabinet Member for Community Services, has been received from Councillor Matterface in accordance with Council Procedure Rule No. 14.

“What is the projected need for affordable housing in Thanet for the next five years?”

- 1.2 Council Procedure Rule 14.2 states that a Member of the Council may ask

- a Member of the Cabinet; or
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties or which affects the district.

- 1.3 Council Procedure Rule 14.6 states that an answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated within three working days to the questioner.

- 1.4 A Member may, in accordance with Council Procedure Rule 14.7, ask one supplementary question without notice to the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

- 1.5 The questioner shall have two minutes for the initial question and one minute for the supplementary question and the respondent shall have five minutes for the initial reply and two minutes for the supplementary reply. (Council Procedure Rule 14.8 refers)

2.0 Corporate Implications

2.1 Financial

2.1.1 None arising at this stage

2.2 Legal

2.2.1 None arising at this stage

2.3 Corporate

2.3.1 Council Procedure Rule 14 enables Members of Council to ask a Member of the Cabinet or the Chairman of any Committee or Sub-Committee questions on matters in relation to which the Council has powers or duties or which affect the district. No Member, however, can submit more than one question to one meeting.

2.4 Equity and Equalities

2.4.1 None arising at this stage

3.0 Recommendation

3.1 This report is for information.

4.0 Decision Making Process

4.1 This report is for information.

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|------------------|---|
| Contact Officer: | Nicholas Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

| | |
|------|--|
| None | |
|------|--|

Background Papers

| Title | Details of where to access copy |
|--------------|--|
| None | |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

QUESTION NO. 2 FROM A MEMBER – UKIP PARTY WHIP

To: **Council – 3 December 2015**

By: **Committee Services Manager**

Classification: **Unrestricted**

Summary: **The Leader of the Council will receive a question from a Member of Council in relation to party whips.**

For Information

1.0 Introduction and Background

1.1 The following question, addressed to Councillor Wells, the Leader of the Council, has been received from Councillor Bayford in accordance with Council Procedure Rule No. 14.

| |
|--|
| <p>“With regard to an issue raised at a recent Overview and Scrutiny Panel, can the Leader confirm that the UKIP group at TDC now operate a 'whipping' system”</p> |
|--|

1.2 Council Procedure Rule 14.2 states that a Member of the Council may ask

- a Member of the Cabinet; or
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties or which affects the district.

1.3 Council Procedure Rule 14.6 states that an answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated within three working days to the questioner.

1.4 A Member may, in accordance with Council Procedure Rule 14.7, ask one supplementary question without notice to the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

1.5 The questioner shall have two minutes for the initial question and one minute for the supplementary question and the respondent shall have five minutes for the initial reply and two minutes for the supplementary reply. (Council Procedure Rule 14.8 refers)

2.0 Corporate Implications

2.1 Financial

2.1.1 None arising at this stage

2.2 Legal

2.2.1 None arising at this stage

2.3 Corporate

2.3.1 Council Procedure Rule 14 enables Members of Council to ask a Member of the Cabinet or the Chairman of any Committee or Sub-Committee questions on matters in relation to which the Council has powers or duties or which affect the district. No Member, however, can submit more than one question to one meeting.

2.4 Equity and Equalities

2.4.1 None arising at this stage

3.0 Recommendation

3.1 This report is for information.

4.0 Decision Making Process

4.1 This report is for information.

| | |
|------------------|---|
| Contact Officer: | Nicholas Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

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| None | |
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Background Papers

| Title | Details of where to access copy |
|--------------|--|
| None | |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

QUESTION NO. 3 FROM A MEMBER – THE MINUTES FROM THE MOST RECENT INVEST THANET MEETING

To: **Council – 3 December 2015**

By: **Committee Services Manager**

Classification: **Unrestricted**

Summary: **The Cabinet Member for Regeneration and Enterprise Services will receive a question from a Member of Council in relation to the most recent Invest Thanet meeting.**

For Information

1.0 Introduction and Background

1.1 The following question, addressed to Councillor Stummer-Schmertzinger, Cabinet Member for Regeneration and Enterprise Services, has been received from Councillor Savage in accordance with Council Procedure Rule No. 14.

“Invest Thanet, formerly the Thanet Regeneration Board was established to contribute ideas towards a strategy for Thanet's economic growth. Presuming the last meeting of 16th October took place, when will the minutes of this meeting be available?”

1.2 Council Procedure Rule 14.2 states that a Member of the Council may ask

- a Member of the Cabinet; or
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties or which affects the district.

1.3 Council Procedure Rule 14.6 states that an answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated within three working days to the questioner.

1.4 A Member may, in accordance with Council Procedure Rule 14.7, ask one supplementary question without notice to the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

1.5 The questioner shall have two minutes for the initial question and one minute for the supplementary question and the respondent shall have five minutes for the initial reply and two minutes for the supplementary reply. (Council Procedure Rule 14.8 refers)

2.0 Corporate Implications

2.1 Financial

2.1.1 None arising at this stage

2.2 Legal

2.2.1 None arising at this stage

2.3 Corporate

2.3.1 Council Procedure Rule 14 enables Members of Council to ask a Member of the Cabinet or the Chairman of any Committee or Sub-Committee questions on matters in relation to which the Council has powers or duties or which affect the district. No Member, however, can submit more than one question to one meeting.

2.4 Equity and Equalities

2.4.1 None arising at this stage

3.0 Recommendation

3.1 This report is for information.

4.0 Decision Making Process

4.1 This report is for information.

| | |
|------------------|---|
| Contact Officer: | Nicholas Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

| | |
|------|--|
| None | |
|------|--|

Background Papers

| Title | Details of where to access copy |
|--------------|--|
| None | |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

LEADER'S REPORT TO COUNCIL

To: **Council – 3 December 2015**
By: **Committee Services Manager**
Classification: **Unrestricted**

Summary: **To receive a report from the Leader in accordance with Council Procedure Rule 2.2**

For Information

1.0 Introduction and Background

1.1 Council Procedure Rule 2.2 provides that:

The Leader of the Council may make an oral report, not exceeding ten minutes, on key issues arising since the last meeting of Council.

The Leaders of any other Political Group may comment on the Leader's Report. The comments of the Leaders of the other Political Groups shall be limited each to five minutes. The other Group Leaders will comment in an order determined by the number of Councillors within those Political Groups, with the largest Group commenting first, and so on.

The Leader has a right of reply to each Group Leader limited to two minutes, in hierarchical order, to any comments made on his/her report.

The Leader of the Council and the Leader of any other Political Group may appoint substitutes to speak on their behalf.

No motions may be moved nor resolutions passed under this item.

2.0 Corporate Implications

2.1 Financial and VAT

2.1.1 Any implications will be covered in the Leader's Report.

2.2 Legal

2.2.1 Any implications will be covered in the Leader's Report.

2.3 Corporate

2.3.1 Any implications will be covered in the Leader's Report.

2.4 Equity and Equalities

2.4.1 Any implications will be covered in the Leader's Report.

3.0 Recommendation

3.1 This report is for information only.

4.0 Decision Making Process

4.1 This report is for information only.

| | |
|------------------|--|
| Contact Officer: | Nicholas Hughes, Committee Services Manager, (7208) |
| Reporting to: | Tim Howes, Director of Corporate Governance and Monitoring Officer |

Annex List

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| None | N/A |
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Background Papers

| Title | Details of where to access copy |
|--------------|--|
| None | N/A |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |

OVERVIEW & SCRUTINY PANEL CHAIRMAN'S REPORT TO COUNCIL

To: Council – 03 December 2015

By: Cllr D. Saunders, Chairman of the Overview & Scrutiny Panel

Classification: Unrestricted

Ward: Thanet Wide

Summary: The purpose of the report is to highlight some of the key activities that have been planned for by the Overview & Scrutiny Panel during the course of this municipal year 2015/16 and progress to date regarding implementation of the Panel's work programme.

For Information

1.0 Introduction and Background

- 1.1 Members agreed at the Full Council meeting on 2 October 2014 that 'at each of its ordinary meetings, Council will receive a written report introduced by the Chairman of the Overview and Scrutiny Panel on the work undertaken by the Overview and Scrutiny Panel since the last Council meeting. Such a report will be subject to comment or debate in the usual way.'
- 1.2 The report will therefore provide the basis for debate by Members on on-going scrutiny activities and hopefully lead to sharing of views and ideas to enhance the scrutiny function at Thanet District Council.

2.0 Community Safety Partnership Working Party

- 2.1 This sub-group has not met since the last Full Council meeting.

3.0 Corporate Performance Review Working Party

- 3.1 The working party has not met since the last Full Council meeting.

4.0 Electoral Registration Process Review Task & Finish Group

- 4.1 The sub-group met on 8 October 2015. Members received a report on 'Increasing public awareness of registration under Individual Electoral Registration (IER).' Members noted that Council is still facing a significant challenge in persuading residents to register their details on the electoral role with particular difficulties in encouraging residents to use electronic means such as texting on line and telephone services.
- 4.2 Instead some residents still preferred the traditional method of filling in a paper form and posting it or handing it in. Fears about data theft, is clearly a

factor here and this could undermine the Government's stated aim of attempting to move more residents to electronic registration means.

- 4.3 Residents' response to the canvassing exercise has seen some improvement in the return rate of registration forms. The current rate stands at 67%, with the lowest ward response at 30% and the highest at 70%.
- 4.4 Members were advised that officers were still working on strategies for improving voter registration. Members also came up with suggestions for officers to consider. These included placing restrictions on 'access to library facilities' as an incentive to residents to update their details on the electoral roll.
- 4.5 Given the uncertainties around the future of the annual canvass process the sub group agreed that representations be made to the Cabinet Office, to ensure the Government continues to adequately fund the IER process and so ensure there is effective promotion. I am hopeful therefore that officers will be writing to the Cabinet Office on that issue.
- 4.6 The sub group also received an officer report on 'Review of printing and postal voting arrangements for the May 2015 Election.' The May Elections posed some significant electoral administration challenges due to the requirement to manage for the first time Parliamentary, District and Parish/Town Councils elections being held on the same day. This was in addition to the recent major changes brought about by the introduction of the new Individual Electoral Registration system.
- 4.7 The audit report provided some advice on the way forward which if adopted by the Electoral Services Department would go a long way in addressing the number of concerns that were noted during this audit review.
- 4.8 Members gave credit to the Electoral Services Team for a job well done in successfully managing the May Election considering the significant challenges that the department faced during this election.

OTHER KEY ISSUES TO BE CONSIDERED BY THE PANEL

5.0 Review of the QEQM Hospital A & E Services

- 5.3 It might be worth noting that at its meeting on 22 October 2015, Cabinet agreed to set up a QEQM Hospital Cabinet Advisory Group to consider the issues raised by the petitioners. Cabinet also set out the terms of reference for the CAG which are as follows:
 - a. Study at the proposed re-organisation of the QEQM Hospital's Accidents & Emergency Services;
 - b. In the event that East Kent Hospitals University Foundation Trust (EKHUFT) conducts a public consultation, prepare a draft Thanet District Council response to the consultation;
 - c. Produce a final report for consideration by Cabinet.
- 5.4 Again it looks like the work of this new CAG will obviously depend on how soon EKHUFT puts information on a possible public consultation of the

proposed review of A&E Services. The Panel will therefore continue to maintain a watching brief on the issue.

6.0 Review of the TDC Artefacts Management

6.1 Cabinet considered a report with recommendations from the Panel on 22 October 2015 and agreed the following:

That delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.

6.2 I do hope that officers will now move with the necessary speed to submit the application for funding and get the resources required to support the on-going documentation project at the Margate Museum.

7.0 Call-In of Cabinet Decisions

7.1 As the Chairman of the Overview & Scrutiny Panel I called-in a Cabinet decision 'Manston Airport' in order to debate the issue further before Cabinet could finalise the decision. A number of Panel members came forward to me and asked that I call-in the decision because for review as they felt that the Panel ought to make recommendations for further consideration by Cabinet.

7.2 At the extraordinary Overview and Scrutiny Panel meeting on 17 November, Members debated at length the issues related to the Cabinet decision. Divergent views were shared and the Panel resolved to take no further action, making the executive decision implementable forthwith.

8.0 Cabinet Presentations at OSP Meetings

8.1 The Panel invited Councillor Brimm, Cabinet Member for Operational Services to the 20 October Panel meeting to make a presentation on "Our Vision for the Future of our Parks, Gardens & Playgrounds."

8.2 Unfortunately the Portfolio Holder was unable to make it to the meeting due to other pressing matters and offered her apologies to the meeting. The presentation was deferred to the next scheduled meeting of the Panel.

9.0 Corporate Implications

9.1 Financial and VAT

9.1.1 There are no financial implications arising directly from this report.

9.2 Legal

9.2.1 There are no significant legal implications arising directly from this report. A presentation of the OSP Chairman's report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.

9.3 Equity and Equalities

9.3.1 There are no equity and equalities implications arising directly from this report.

10.0 Recommendation

10.1 Members are invited to discuss and note the report.

11.0 Decision Making Process

11.1 The Council Constitution allows the Chairman of the Overview & Scrutiny Panel to present a report at each scheduled Council meeting for Members' information.

| | |
|------------------|--|
| Contact Officer: | Charles Hungwe, Senior Democratic Services Officer, Ext 7186 |
| Reporting to: | Nick Hughes, Committee Services Manager, Ext 7108 |

Annex List

| | |
|------|-----|
| None | N/A |
|------|-----|

Background Papers

| Title | Details of where to access copy |
|-------|---------------------------------|
| None | N/A |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Tim Howes, Director of Corporate Governance |
| Communications | Hannah Thorpe, Head of Communications |

REVIEW AND ADOPTION OF THE STATEMENT OF LICENSING POLICY

To: **Council – 3rd December 2015**

Main Portfolio Area: **Community Services**

By: **Philip Bensted, Regulatory Services Manager**

Classification: **Unrestricted**

Ward: **Not applicable**

Summary: The review and adoption of the Thanet Statement of Licensing Policy

For Decision

1.0 Introduction and Background

- 1.1 The 2003 Licensing Act brought together in one statute the regulation of the use of premises for licensable activities; the supply of alcohol, provision of regulated entertainment and late night refreshment. Magistrates' Courts ceased to have responsibility for alcohol licences and Local Authorities issued all licences from November 2005. Local Authorities were required to have a statement of licensing policy in place by January 2005. Full Council approved the Thanet statement of licensing policy in December 2004.
- 1.2 The 2003 Act also requires a licensing authority to prepare and publish a statement of its licensing policy every five years. Full Council approved the last statement of licensing policy in December 2010. The new statement of licensing policy should be in place by the 7th January 2016. The policy must be published before the authority carries out any licensing function in relation to applications made under the Act. Functions under the Act can be delegated to a Licensing Committee. However, the statement of licensing policy cannot be delegated and must be considered and approved by Full Council.
- 1.3 Revised Guidance was last issued by the Home Office in March 2015 to Local Authorities. Under the Act, Licensing Authorities must promote the four licensing objectives - the prevention of crime and disorder, public safety, public nuisance and the protection of children from harm. Local Authorities must have regard to the Guidance when making and publishing its policy.
- 1.4 Before the licensing authority determines its policy for the five year period there must be consultation. The views of all persons/bodies should be given appropriate weight when the policy is determined.

2.0 The Current Situation

- 2.1 Currently there are 614 Premises licences/Club Premises certificates in force. Since 2005 over 2000 personal licences have been granted to individuals to allow them to sell alcohol. 21 Licensing Sub-Committee hearings were arranged from April 2014 to March 2015. There were three appeals to the Magistrates' Court during the same period. One was dismissed by the Court, with the Council being awarded costs. The other two were withdrawn by the applicants prior to the Court hearings.

- 2.2 Whilst Licensing is a statutory duty of the Council, it is also a service contributing to the corporate objectives. The licensed trade is an important component of the local economy, employing significant numbers of people and meeting customer expectations of visitors and residents alike. An effective licensing policy and Service also contributes to community safety and reinforces joint working with key partners, including the Police.
- 2.3 The draft policy is appended at Annex 1. Revisions made to the draft policy were dealt with in a covering letter dated the 29th June 2015 which is at Annex 2. This letter, together with a copy of the draft policy, was sent to all consultees. Consultation commenced on the 1st July and ran for twelve weeks until the 23rd September 2015. Copies of the draft Policy were sent to the Police, Kent Fire and Rescue and other responsible bodies under the Act. In addition, copies were sent to all parties who made representations to previous licensing consultations and other persons. The draft policy has also been available on the TDC web-site during the consultation period.
- 2.4 Four replies have been received from consultees during the consultation period, Two responsible bodies advised of changes of address, these have been changed in the policy. Broadstairs and St Peter's Town Council sought clarification on the process for considering applications which has been provided. Canterbury City Council responded by confirming that they had no representations to make on the policy.
- 2.5 Statements of licensing policy may set out a general approach to the making of Licensing decisions, they must not ignore or be inconsistent with provisions in the 2003 Act. It must not undermine the right of any individual to apply under the Act for a variety of permissions and to have any such applications considered on its merits.
- 2.6 Guidance states that licensing is about regulating the carrying on of licensable activities on licensed premises and that conditions attached will be focused on matters which are within the control of individual licensees. Matters will centre on the premises and the vicinity of those premises.
- 2.7 The Guidance highlights numerous other matters and Organisations that should be included in the policy. Statements of licensing policy should include a firm commitment to avoid attaching conditions that duplicate other regulatory regimes as far as possible. This has been done.

3.0 Options

- 3.1 To adopt the Thanet statement of licensing policy with the revisions at Annex 2 and the changes of address at 2.4 above.
- 3.2 To adopt the Thanet statement of licensing policy with some amendments to Annex 2 and the changes of address at 2.4 above.
- 3.3. To reject the Thanet statement of licensing policy and require Officers to produce a further draft.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 None at present. Should the Policy be rejected further consideration would have to take place with cost implications.

4.2 Legal

- 4.2.1 Regulations under the Act state that local authorities should have their Policy in place by 7th January 2016.
- 4.2.2 Local Authorities are advised that it is good practice to consult widely. This may not always be necessary or appropriate where revisions proposed are merely updates.
- 4.2.3 Legal challenges may be made where consultation does not comply with the Act, or Policy does not follow the Guidance issued by the Home Office.

4.3 Corporate

- 4.3.1 The Policy takes into account the Human Rights Act 1998 and the Equalities Act 2010.
- 4.3.2 All parts of the Authority that has relevant expertise have had the opportunity to give advice on the Policy.
- 4.3.3 To be able to carry out its functions under the Act Full Council will have to approve a Statement of licensing policy by 7th January 2016.

4.4 Equity and Equalities

- 4.4.1 The consultation process sought to engage with a number of organisations who represent the interests of a range of groups. No adverse impact has been identified as a result of the consultation process.

5.0 Recommendation

- 5.1 To adopt the Thanet statement of licensing policy using paragraph 3.1 of this Report.

6.0 Decision Making Process

- 6.1 If Council adopt the statement of licensing policy it will come into force on the 7th January 2016.

| | |
|-----------------------------------|-------|
| Future Meeting if applicable: N/A | Date: |
|-----------------------------------|-------|

| | |
|------------------|--|
| Contact Officer: | <i>Philip Bensted, Regulatory Services Manager, 577630</i> |
| Reporting to: | <i>Penny Button, Head of Neighbourhood Services</i> |

Annex List

| | |
|---------|--------------------------------|
| Annex 1 | Draft Policy document |
| Annex 2 | Covering letter with revisions |

Background Papers

| Title | Details of where to access copy |
|--|---------------------------------|
| <i>Guidance issued by the Home Office under the 2003 Licensing Act</i> | <i>The Home Office web-site</i> |

Corporate Consultation Undertaken

| | |
|----------------|--|
| Finance | <i>Matt Sanham, Corporate Finance Manager</i> |
| Legal | <i>Colin Evans, Assistant Litigation Solicitor</i> |
| Communications | <i>Hannah Thorpe, PR & Publicity Manager</i> |

Licensing Act 2003

Draft Statement of Licensing Policy

January 2016

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STATEMENT OF LICENSING POLICY

Thanet District Council

1.0 INTRODUCTION

1.1 Thanet District Council is the Licensing Authority under the Licensing Act 2003. The Licensing Authority is responsible for granting 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 Licensing Authority also licences the provision of regulated entertainment, late night refreshment and sexual entertainment venues.

1.2 The 2003 Act requires the Licensing Authority to carry out its various licensing functions so as to promote the following four licensing objectives:

- **the prevention of crime and disorder**
- **public safety**
- **the prevention of public nuisance**
- **the protection of children from harm**

1.3 The 2003 Act further requires that the Licensing Authority publish a 'Statement of Licensing Policy' that sets out the policies the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

1.4 The aims of this Statement of Licensing Policy in line with the four licensing objectives are to:

- a. help build and maintain a fair and prosperous society that properly balances the rights of individuals and their communities
- b. integrate its aims and objectives with other initiatives, policies plus strategies that will:

encourage young people and culture

reduce crime and disorder

encourage tourism and visitors to the Area

continue to develop the day time economy and encourage an early evening and night time economy which is both viable and sustainable

reduce alcohol misuse

encourage employment

encourage the self sufficiency of local communities

reduce the burden of unnecessary regulation on business

- 1.5 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions of the 2003 Act and having regard to the Guidance issued under Section 182 of the Act. Where it is necessary to depart from the Guidance, either in this policy or at any other time, the Licensing Authority will give clear and cogent reasons for doing so. It has been drafted in partnership with the Kent Licensing Regulatory Steering Group. The Licensing Authority shall endeavour to work with other local authorities (particularly where licensing authorities' boundaries meet) to ensure that a consistent approach is taken in licensing matters whilst respecting the differing needs of individual communities.
- 1.6 When assessing applications, the Licensing Authority will need to be satisfied that the measures proposed in the applicant's operating schedule aim to meet the licensing objectives, as far as possible.
- 1.7 However, it should be recognised that this policy covers a wide variety of premises and activities carried on in them including theatres, cinemas, restaurants, pubs, nightclubs, private members' clubs, village halls and community centres, as well as off-licences, fast food outlets, late night cafes etc. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives nor can this policy detail all the control measures that may be appropriate in any given circumstances.
- 1.8 In respect of each of the four licensing objectives, applicants will need to satisfy the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made as to whether additional measures will be taken on a permanent basis or specific occasion such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences.
- 1.9 When considering applications, the Licensing Authority will have regard to this Policy, the Licensing Act 2003, particularly the Licensing Objectives and Guidance issued under Section 182 of the Act, and any supporting regulations that may from time to time be made. It will also seek proper integration with local crime prevention, planning, transport, employment and cultural strategies. To this end, the Licensing Authority may provide reports to the Planning Committee on the situation regarding licensed premises in the area and arrangements will be made, if necessary, for the Licensing Authority to receive reports on the needs of the local tourist economy and the cultural strategy for the area to ensure that these are reflected in their considerations. The Licensing Authority will monitor the impact of licensing on the provision of regular entertainment particularly live music and dancing. Care will be taken to ensure that only necessary, proportionate and reasonable licensing conditions are imposed.
- 1.10 The Policy does not undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have the application considered on its individual merits. It does not override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act. In formulating this policy the Licensing Authority has had regard to the provisions of the Human Rights Act 1998. This Act places a duty on public authorities to protect the rights of individuals in a variety of circumstances, and to balance those rights against the rights of persons trading in licensable activities and to achieve proportionality.

The Licensing Authority has also had regard to the Equalities Act 2010, the Gambling Act 2005, and Section 17 Crime and Disorder Act 1998.

- 1.11 Applicants and those making representation in respect of applications to the Licensing Authority have a right of appeal to the Magistrates' Court against the decisions of the Licensing Authority.
- 1.12 The object of licensing is to maintain appropriate control of licensed premises, qualifying clubs, temporary events and the people who manage them or hold personal licences within the terms of the 2003 Act. Where any party makes relevant representations, the Licensing Authority will seek to make objective judgements as to whether conditions may need to be attached to a licence, or certificate to secure achievement of the licensing objectives. Any such conditions will primarily focus on the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the vicinity and will cover issues that are reasonably within the control of individual licensees.
- 1.13 When considering any conditions, the Licensing Authority acknowledges that the licensing function is not the only mechanism for the general control of the anti-social behaviour of individuals once they are outside the vicinity of licensed premises and beyond the direct control of the licensee of any premises concerned. Therefore, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of patrons when beyond the control of premises. These include:-
- Partnership working with the Kent Police (and other agencies as appropriate) to promote enforcement of the law, including disorder and antisocial behaviour, and the issuing of fixed penalty notices
 - Partnership working with businesses, transport operators and other parts of the Council to create a safe and clean environment.

As part of its overall policy the Licensing Authority expects every holder of a licence or Temporary Event Notice to be responsible for minimising the impact of their activities and anti-social behaviour by their patrons within the immediate vicinity of their premises.

A key aim of the licensing policy is to maintain a safe and family friendly environment in the Local Authority Area. It may be that conditions that would be relevant in the town centres may not be appropriate in rural areas – but each application will be considered on its merits.

Further, when the Licensing Authority is considering any application, it will avoid duplication with other regulatory regimes, (e.g. health and safety at work, environmental protection, disability discrimination, the Regulatory Reform (Fire Safety) Order so far as possible. The licensing regime is not intended to be used to achieve outcomes that have been or will be achieved by other legislation. In particular, its licensing functions will be discharged separately from its functions as the Local Planning Authority.

Licences and planning permission

- 1.14 The use of any licensed premises or places may be subject to planning controls. There are several key differences between licensing and planning control.

Licensing is concerned with the fitness of the operator and detailed issues concerning the operation and management of the premises that are not addressed by the planning process which relates to the use of the premises.

It will be expected in general that the grant or variation of planning permission would be resolved before a licence application is made. Provisional statements may be treated differently. The Licensing Committee may refuse to grant a licence following representations from the local planning authority if the:

- (1) activity sought to be licensed would amount to an unlawful use of the premises;
- (2) hours being sought exceed those authorised by any planning permission.

It will be for the applicant to demonstrate any special circumstances to justify a departure from this policy in the face of representations from the local planning authority.

- 1.15 With the exception of the approval and review of its Licensing Policy, decisions on licensing matters will be taken in accordance with a published and approved scheme of delegation aimed at underlining the principles of timely, efficient and effective decision-making.

CUMULATIVE IMPACT OF A CONCENTRATION OF LICENSED PREMISES

- 1.16 "Cumulative impact" is not mentioned specifically in the 2003 Act but means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Authority to consider in developing its licensing policy statement.

- 1.17 This Licensing Authority will have regard to the relevant paragraphs of the Guidance issued under Section 182 of the Licensing Act 2003 when determining 'cumulative impact'. There are currently no cumulative impact areas within Thanet.

Advice and Guidance

- 1.18 The Licensing Authority recognises the valuable cultural, social and business importance that premises and events requiring a licence under the 2003 Act provide and welcomes the diversity of activities that are provided by licence holders. For this reason, pre-application discussions will be encouraged to assist applicants to develop their operating schedule to the standards the Licensing Authority will normally expect. The Licensing Authority, Kent Police and/or Kent Fire and Rescue Service will offer as much advice and guidance to applicants, as resources permit.

- 1.19 The Licensing Authority will also seek to liaise with applicants and/or mediate between applicants and others who may make representations, to achieve a satisfactory outcome for all involved wherever possible and where resources permit. Where an applicant considers that representations may be likely or probable, it is recommended that the applicant discuss the proposal with the Licensing Authority and those from whom they think representations are likely prior to submitting their application. Once an application has been lodged, there are statutory timescales

imposed upon the application and determination process, which restrict the opportunity for such discussions, liaison and mediation.

Consultation

- 1.20 There are a number of groups who have a stake in the leisure industry, including businesses, customers, residents and regulators, all of whom have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.
- 1.21 In developing this Policy Statement, the Licensing Authority consulted widely. Along with the statutory consultees (the Chief Police Officer for the District and the Kent Fire and Rescue Service) and the Community Safety Partnership, the views of existing licence holders, businesses, voluntary groups and residents were also taken into account. Due consideration was given to the views of all those who responded to that consultation process.
- 1.22 This Policy Statement took effect on 7/1/2016 and will remain in force for a period of 5 years. It will be subject to regular review by the Licensing Authority. This may lead to Interim Provisions within the five year period that would then be published in a revised policy statement. There will be further consultation prior to the renewal of the policy.

1.23 Amusement with prizes machines

The Gambling Act 2005 gives an automatic entitlement to two gaming machines for category C or D to the holders of premises that are licensed for the sale of alcohol for consumption on the premises at a bar. Where the intention is to make more than 2 machines available for use application must be made to the licensing authority. The Licensing Authority may restrict the number of machines on a premises if it appears that the licensing objectives under the Licensing Act 2003 or Gambling Act 2005 are not being promoted.

1.24 Minor Variations

Holders of premises licences and club premises certificates may seek minor variations to licences and certificates. The test as to whether such a minor variation is appropriate is 'could this variation taken singly, or on its own, adversely effect the licensing objectives?' If, in the view of the licensing authority, this is the case, a full variation would be required.

Guidance issued under Section 182 of the Licensing Act 2003 provides assistance. The licensing authority may consult with such responsible authorities as it thinks appropriate and must consider any representation made by an interested party.

1.25 Adult Entertainment

Premises that wish to provide adult entertainment by way of lap dancing, pole dancing or other types of activities involving nudity (relevant entertainment) are required to be licensed under the Local Government (Miscellaneous Provisions) Act 1982 unless they provide such entertainment no more than 11 times in any rolling year and there is at least one calendar month between performances. Where the exemption applies the holders of authorities under the Licensing Act 2003 will be expected to implement measures to actively promote the four licensing objectives. In particular the licensing authority encourages measures that will protect children from moral, physical or mental harm.

1.26 **Mandatory Conditions**

The Policing and Crime Act 2009 allowed the Government to impose mandatory conditions with regard to the responsible retailing of alcohol. These conditions must be intended to support and actively promote the licensing objectives. The aim of the mandatory conditions is to ensure that those businesses, both small and large, who are selling alcohol irresponsibly, act more responsibly to help tackle alcohol-related crime and disorder.

1.27 **Early Morning Restriction Orders (EMRO)**

Sections 172A to 172E of the 2003 Licensing Act 2003 allow a licensing authority to make, vary or revoke an EMRO. The power enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of 12 midnight and 6 a.m in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.

EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specified times; serious public nuisance; and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises. There are currently no EMROs within Thanet.

1.28 **Reviews**

Where possible and appropriate the Licensing Authority, Kent Police and/or Kent Fire & Rescue Service will give early warning to licence holders of any concerns about problems identified at premises and of the need for improvement.

No more than one review will normally be permitted within any 12 month period on substantially similar grounds except in exceptional and compelling circumstances or where it arises following a closure order.

Responsible authorities and other persons can trigger a review of a premises licence but an evidentiary basis would be required to be presented to the Licensing Authority

1.29 **Enforcement**

The Council delivers a wide range of enforcement services aimed at safeguarding the environment and the community and at providing a 'level playing field' on which businesses can fairly trade. The administration and enforcement of the licensing regime is one of these services. The Council has adopted the principles of the Government's Enforcement Concordat designed to ensure effective and efficient public protection services. Specifically, the Council is committed to accord with the principles of good enforcement practice by carrying out its regulatory functions in a fair, open and consistent manner.

1.30 The Enforcement Concordat is based on the principles that businesses should:

- receive clear explanations from enforcers of what they need to do and by when;
- have opportunities to resolve differences before enforcement action is taken - unless immediate action is needed;
- receive an explanation of their rights of appeal.

- 1.31 The Licensing Authority recognises the interests of both individual citizens and the requirements of businesses and will work closely with partners to assist licence holders to comply with the law and the four licensing objectives it seeks to promote. However, proportionate but firm action will be taken against those who commit serious offences or persistently break the law. The Licensing Authority has set clear standards of service and performance that the public and businesses can expect. In particular, a licensing enforcement policy has been created that explains how the Council will undertake its role as Licensing Authority and how the principles of effective enforcement will be achieved. This policy is freely available from the Licensing Department as are details of the Council's corporate complaints procedures. These documents can also be viewed on the Council's website www.thanet.gov.uk
- 1.32 The Council has established protocols with Kent Police, Kent Fire and Rescue Service and Kent County Council Trading Standards on enforcement issues. These protocols provide for the targeting of resources towards high-risk premises and activities that require greater attention, while providing a lighter touch in respect of low risk premises that are well operated.
- 1.33 The principle of using a scoring scheme based on risk factors will normally prevail and proactive inspections will usually be undertaken in accordance with a priority inspection scheme. This should ensure that resources are more effectively allocated to higher risk or 'problem premises'. Monitoring visits will also take place in and around premises.
See Enforcement Policy, Appendix 2.

2.0 LICENSING OBJECTIVES

- 2.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives:
- **The prevention of crime and disorder**
 - **Public safety**
 - **The prevention of public nuisance**
 - **The protection of children from harm**
- 2.2 In each section relating to the objectives, the Licensing Authority has defined its intended outcome. Each section then lists the factors that would influence the achievement of that objective but, because of the wide variety of premises and activities to which this policy applies, the lists provided are not exhaustive. Applicants know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.
- 2.3 Further, in each section, a list of possible control measures is provided, to be of assistance to applicants, but again is not intended to be an exhaustive list. Many control measures achieve more than one objective but have not necessarily been listed under each objective. Applicants will not be required to mention a control measure more than once in their operating schedule.
- 2.4 The Licensing Authority will expect the selection of control measures, referred to in 2.3 above, to be based upon a risk assessment of the premises, events, activities and the customers expected to attend (e.g. their age, number, etc.). Whilst the Licensing Authority may not require such risk assessments to be documented, (other than where required by other legislation), it considers such documentation to be

good practice and a useful tool in the instruction and training of staff. It is also a sound basis for review by the licence holder, in the event of an application for variation or a response to changing circumstances/conditions at the premises being required.

- 2.5 Additional measures may be necessary on a specific basis such as when a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions) is planned, which is intended to, or likely to attract larger audiences and/or audiences of a different nature, and which can have a significant impact on the achievement of the licensing objectives.
- 2.6 The Licensing Authority considers the effective and responsible management of the premises, instruction, training and supervision of staff and the adoption of best practice to be amongst the most essential control measures for the achievement of all the licensing objectives.
- 2.7 Occupancy capacity for premises may be a relevant factor in achieving the four licensing objectives.
- 2.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These might 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 customer profile (e.g. age, disability)
 - The attendance by customers with disabilities
 - Availability of suitable and sufficient sanitary accommodation
 - Nature and provision of facilities for ventilation

3.0 PREVENTION OF CRIME AND DISORDER

- 3.1 Thanet District Council is committed to further improving the quality of life for the people of Thanet by continuing to reduce crime and the fear of crime. Thanet District Council will also consult and involve the Community Safety Partnership in decision making in order to maximise the effectiveness of reducing crime, misuse of drugs and the fear of crime.
- 3.2 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on Thanet District Council, Kent Police, Kent County Council and others to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
- 3.3 The promotion of the licensing objective, to prevent crime and disorder, places a responsibility on licence holders to become key partners in achieving this objective. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.

3.4 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Training and supervision of staff
- Adoption of best practice guidance (e.g. Safer Clubbing, the National Alcohol Harm Reduction Strategy Toolkit and other voluntary codes of practice,
- Acceptance of accredited 'proof of age' cards and/or driving licences with photographs, passports, an official identity card issued by H M Forces.
- Provision of effective CCTV in and around premises
- Employment of Security Industry Authority licensed Doorstaff. If two or more are employed preferably there should be at least one male and one female
- Provision of toughened or plastic glasses where appropriate
- Provision of secure deposit boxes for confiscated items ('sin bins')
- Provision of litterbins and other security measures, such as lighting, outside premises
- Membership of a Pub Watch scheme

3.5 Within the operating schedule for premises from which alcohol will be sold, a Designated Premises Supervisor (DPS) must be identified and named. The Licensing Authority will normally expect the DPS to have been given the day-to-day responsibility for running the premises by the premises licence holder. In exceptional circumstances, the police may object to the designation of a new premises supervisor where they believe that such appointment would undermine the crime prevention objective.

3.6 Certain temporary events are not required to be licensed but must be notified to the Licensing Authority, Environmental Health and Police using the Temporary Event Notice procedure.

Organisers of these events are encouraged to submit their notification as soon as reasonably practicable and at least ten working days before the event to enable the police, Environmental Health and the Licensing Authority to work with them to avoid grounds for objection.

3.7 Where the Licensing Authority has given notice in writing to the holder of the premises licence prohibiting the exhibition of a film on the grounds that it contains matter which, if exhibited, would be likely to:

- Encourage or incite crime or lead to disorder, or
- Stir up hatred or incite violence towards any section of the public on grounds of colour, race or ethnic or racial origin, disability, religious beliefs, sexual orientation or gender

the Licensing Authority will expect that the film shall not be exhibited in the premises except with the consent in writing of the Licensing Authority and in accordance with any conditions attached to such consent.

The Licensing Authority will require all films to comply with British Board of Film Classification (BBFC) guidelines.

4.0 PUBLIC SAFETY

4.1 The Licensing Authority is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their operating schedule that suitable and

sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

4.2 When addressing the issue of public safety, it is expected that an applicant will have considered those factors that impact on the standards of public safety. These may include:

- The occupancy capacity of the premises where appropriate
- The age, design and layout of the premises, including means of escape in the event of fire
- The nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and including whether those activities are of a temporary or permanent nature
- The hours of operation noting the difference between opening hours and the hours of licensable activities ("drinking up time").
- Customer profile (e.g. age, disability)
- The use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.

The Licensing Authority may set capacity limits in consultation with the Fire Authority for the following premises:- premises where there is regulated entertainment such as nightclubs, cinemas, theatres as appropriate.

The 2003 Act repealed the Cinematograph (Safety) Regulations 1955 which contained a significant number of regulations in respect of fire safety provision at cinemas. Similar provisions may therefore be reproduced on licences for such premises.

4.3 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Suitable and sufficient risk assessments
- Effective and responsible management of premises
- Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- Appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
- Adoption of best practice guidance
- Provision of effective CCTV in and around premises
- Provision of toughened or plastic glasses
- Implementation of crowd management measures
- Regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety

5.0 PREVENTION OF PUBLIC NUISANCE

5.1 Licensed premises have a significant potential to adversely impact on communities through public nuisances that arise from their operation. The Licensing Authority wishes to proactively maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

- 5.2 The Licensing Authority intends to interpret 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.
- 5.3 Applicants need to clearly understand that the Licensing Authority will pay particular attention whether or not to impose stricter conditions, including controls on licensing hours, with a view to protecting the quality of life of residential occupiers.
- 5.4 In the case of shops, stores and supermarkets and garages selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours during which other sales take place, unless there are good reasons based on the licensing objectives.
- 5.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.
- 5.6 When addressing the issue of prevention of public nuisance, the applicant should have considered those factors that impact on the likelihood of public nuisance. These may include:
- The location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
 - The hours of operation, particularly if between 2300 and 0700
 - The nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
 - The design and layout of premises and in particular the presence of noise limiting features
 - The occupancy capacity of the premises
 - The availability of public transport
 - Last admission time
 - The steps the applicant has taken or proposes to take to ensure that staff leave the premises quietly
 - The steps the applicant has taken or proposes to take to prevent disturbance by patrons arriving or leaving the premises
 - Whether routes to and from the premises, on foot or by car or service or delivery vehicles, pass residential premises.
 - Whether other measures have been taken or are proposed such as the use of CCTV or the employment of licensed door supervisors.
 - The arrangements made or proposed for parking by patrons, and the effect of this parking on local residents.
 - The likelihood of any violence, disorder or policing problems arising if a licence were granted.
 - Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.
 - The siting of external lighting, including security lighting that is installed inappropriately.
 - Whether the premises would result in increased refuse storage or disposal problems or additional litter in the vicinity of the premise and any measures or proposed measures to deal with this.
 - The history of previous nuisance complaints proved against the premises, particularly where statutory notices have been served on the present licensees.

5.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance
- Control of operating hours for all or parts (e.g. garden areas) of premises
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- Liaison with public transport providers
- Siting of external lighting, including security lighting
- Management arrangements for collection and disposal of litter
- Effective ventilation systems to prevent nuisance from odour

6.0 PROTECTION OF CHILDREN FROM HARM

6.1 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events. The Licensing Authority commends the Portman Group Code of Practice on the naming and packaging of alcoholic drinks.

6.2 The protection of children from harm is an important issue. It is hoped that family friendly premises will thrive, but the risk of harm to children remains a paramount consideration when determining applications.

6.3 The relaxation in the 2003 Licensing Act giving accompanied children greater access to licensed premises is seen as a positive step, which may bring about a social change in family friendly leisure. Clearly, this relaxation places additional responsibilities upon licence holders. However, it is recognised that parents and others accompanying children also have responsibilities.

6.4 The protection of children from harm includes the protection of children from moral, psychological and physical harm and, in relation to the exhibition of films, or the transmission of programmes by video or DVD. This includes the protection of children from exposure to strong language, sexual imagery and sexual expletives. In certain circumstances children are more vulnerable and their needs will require special consideration. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate example, the unpredictability of their age and the lack of understanding of danger.

6.5 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact on harm to children have been considered. These may include the potential for children to:-

- Purchase, acquire or consume alcohol
- Be exposed to drugs, drug taking or drug dealing
- Be exposed to serious gambling
- Be exposed to activities of an adult or sexual nature
- Be exposed to incidents of violence or disorder
- Be exposed to special hazards

6.6 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Provision of a sufficient number of people employed or engaged to secure the protection of children from harm
- Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- Limitations on the hours when children may be present, in all or parts of the premises
- Limitations or exclusions by age when certain activities are taking place
- Imposition of requirements for children to be accompanied by an adult
- Acceptance of accredited 'proof of age' cards and/or driving licences with photographs, passport, an official identity card issued by HM Forces or by a EU country bearing the photograph and date of birth of bearer.

6.7 In the case of film exhibitions, the Licensing Authority will expect licensees to implement measures that restrict children from viewing age-restricted films classified according to the recommendations of the BBFC or the Licensing Authority. In the case of a film exhibition that has not been classified, the Licensing Authority will expect the licensee to certify to the Licensing Authority that an assessment of the suitability of the film for exhibition to children in accordance with the BBFC Guidelines has been carried out, and that this has been confirmed by the Licensing Authority, in writing, prior to public viewing.

6.8 Where certain regulated entertainment is provided the Licensing Authority may require the presence of an adequate number of adult staff to control the access and egress of children and to protect them from harm whilst on the premises. Where children are present as performers, the Licensing Authority will normally require an adequate number of adult staff to be responsible for the child performers. The staff should be suitably screened to work with children.

6.9 The Licensing Authority will rarely impose complete bans on access by children. In exceptional circumstances conditions restricting access or excluding children completely may be considered necessary. Those conditions may restrict children from entering all or part of licensed premises:

- (1) at certain times of the day or
- (2) when certain licensable activities are taking place or
- (3) to which children aged under 16 years should have access only when supervised by an adult or
- (4) to which unsupervised children under 16 will be permitted access

6.10 Examples of premises where these conditions may be considered include where:

- (1) there have been convictions for serving alcohol to minors or where there is some evidence of under-age drinking
- (2) there is a known association with drug taking or dealing
- (3) there is a strong element of gambling on the premises
- (4) entertainment of an adult or sexual nature is commonly provided
- (5) there is a presumption that children under 18 should not be allowed (eg to nightclubs, except where under 18 discos are being held)
- (6) licensable activities are taking place during times when children under 16 may be expected to be attending compulsory full-time education.

Philip Bensted, Regulatory Services Manager
January 2016

The District of Thanet

The seaside district of Thanet lies at the eastern end of Kent in close proximity to continental Europe. It comprises three main coastal towns – Margate, Ramsgate and Broadstairs, each with its own special and distinctive character. There are also a number of attractive coastal and rural villages.

The district has an area of approximately 40 square miles and a residential population of about 129,000 people living in some 56,000 households. Approximately 30% of the District is urban with 95% of the population living in the main centres.

Many of Thanet's beaches have been awarded European Blue Flag status.

Over 600 commercial outlets now offer licensable activities including pubs, clubs, off licences, public entertainment establishments and late night refreshment houses.

**Thanet District Council
Licensing Enforcement Policy**

1.Aim

This Policy is intended to fairly and firmly enforce the law in a consistent and transparent way, and in accordance with the four licensing objectives: -

- **Prevention of crime and disorder**
- **Public safety**
- **Prevention of public nuisance**
- **Protection of children from harm.**

The Licensing Authority will assist and advise wherever appropriate, but proportionate action will be taken against those who breach the provisions of the legislation.

The Council has adopted the provisions of the Government's Enforcement Concordat.

2. Liaison with regulatory agencies

The Council will work actively with the Police and other bodies (Fire and Rescue Service, Customs and Excise, Trading Standards, Child Protection, Health and Safety Executive, Security Industry Authority, Crown Prosecution Service, etc), in enforcing the licensing legislation. This will necessitate the sharing of information in relation to those persons involved in licensing and relevant premises based on the requirements of the Licensing Act 2003, Criminal Justice and Police Act 2001, Anti-Social Behaviour Act 2003, Criminal Justice and Public Order Act 1994, Crime and Disorder Act 1998 and other relevant legislation.

There are various statutory provisions that enable the Council to exchange relevant information with other bodies. These provisions will be used as appropriate.

This enforcement policy in no way restricts other regulatory bodies from carrying out enforcement under their own regulatory powers.

3.Licensing Visits

Licensing Authority Officers will make licensing visits to premises, and may on occasion be accompanied primarily by Police and or other regulatory agencies.

Both the Licensing Authority and the other relevant agencies firmly believe that working with business is the primary method to achieve the licensing objectives, but will take appropriate enforcement action if necessary.

The visiting regime for premises is not decided solely on a risk assessment basis. The Licensing Authority will, as part of its' proactive stance, make regular visits to and in the vicinity of licensed premises in order to assess the impact of their operation on residents and other businesses in the area.

There will be a presumption that visits will take place when various crime and disorder and other indicators show that there are potential problems developing in relation to specific premises or areas.

The Licensing Authority will monitor patron movement to, from and between premises and the provision and accessibility of transport to assist dispersal of persons away from licensed premises. The information gained from these monitoring exercises will inform the development of the Licensing Authority Licensing policy statement.

4.Consistency

The Licensing Authority and its officers will act in a fair and consistent manner. Council Officers whilst exercising their professional judgement in individual cases will do so within a framework based on consistency and fairness in action.

There will be specific circumstances when the Licensing Authority will share an enforcement role with the Police or other agencies. When this occurs the same degree of consistency and fairness will be applied.

5.Proportionality

The Licensing Authority, Police and other enforcement agencies will, as far as the law allows and where co-operation is given, work with business/licensees to enable them to meet their legal obligations without undue cost.

The Licensing Authority will take into account the cost of compliance by ensuring that any enforcement or remedial action required is proportionate to the risks. However clear breaches of the legislation may attract prosecution and/or recommendation for review of the licence where it is deemed to be in the public interest.

6. Enforcement Action/Options

1. The initial contact between Licensing Authority and Business/Licensees will normally be informal, with the provision of advice, guidance and support.
2. Enforcement action can include the following progressive approach to achieve compliance:-
 - Verbal advice- *which may be documented*
 - Written advice
 - Verbal warning-*which will be documented*
 - Written warning
 - Statutory Notice
 - Formal Caution
 - Prosecution

The individual circumstances of the breach of the legislation will determine the level of enforcement.

In the case of a premises licence the Council or the Police may ask for a review.

All actions will be considered in accordance with the requirements of the Human Rights Act 1998 and considered on its individual merits.

On conviction of a relevant offence Magistrates may endorse, suspend or revoke a Personal Licence.

Council Officers, Police or Crown Prosecutors may relating to such a conviction remind the Magistrates of their powers to endorse, suspend or revoke a Personal Licence

- 3 When prosecution is being considered, the relevant enforcement bodies will on a case-by-case basis decide which is the lead authority to prosecute the offence.

Regard will be taken of the Code of Practice made under Section 10 Prosecution of Offences Act 1985 and issued by the Crown Prosecution Service. Due consideration

will be give to any guidance and/or advice issued by Government, Local Authority Association and other professional and technical bodies. Statements will be provided as regard to evidence from one agency to another as necessary.

Before deciding whether to prosecute the following factors will be considered: -

- The seriousness of the alleged offence
- The history of the business/person concerned
- The willingness of the business/individual to prevent a reoccurrence of the problem and the level of cooperation with Council Officers, Police and/or other agencies
- Whether it is in the public interest to prosecute
- The realistic prospect of conviction
- Whether any other action (including a formal caution) would be appropriate
- The views of any complainant and other parties with an interest in a prosecution.

The Licensing Authority takes a proactive stance towards the proper regulation of, and enforcement of the provisions of this legislation.

The Licensing Authority will normally take the lead on issues including:-

- Noise
- Production and display of relevant licences and documents
- Unauthorised licensable activities in relation to the provision of regulated entertainment
- Breaches of conditions of premises licences
- Breaches of requirements under Temporary Events Notices
- Exposing and keeping of alcohol on premises for unauthorised sale

Other breaches of the Act will be dealt with either directly or jointly as indicated above. The Licensing Authority will give full cooperation to any other agency in carrying out their investigations.

Contact Details and Useful Addresses

The Licensing Department
Thanet District Council
PO Box 9
Cecil Street
Margate
CT9 1XZ
01843 577413

Chief Officer of Police
Licensing
CSU, Police Station
Old Dover Road
Canterbury
Kent CT1 3JQ
01227 868414

East Kent Group Fire Safety
Office
Fire Station
Upper Bridge Street
Canterbury
Kent CT1 2NH
01622 212451

Health & Safety Executive
East & South East Division
Ashford Office
International House
Dover Place
Ashford Kent
TN23 1HU
01233 653910

Environmental Health
Thanet District Council
PO Box 9
Cecil Street
Margate
CT9 1XZ
01843 570000

Development Control
Thanet District Council
PO Box 9
Cecil Street
Margate
CT9 1XZ
01843 570000

Kent Social Services
St Peters House
Dane Valley Road
St Peters
Broadstairs
Kent CT10 3FD
01843 860000

Trading Standards
PO Box 320
Ashford
Kent TN24 8AS
08454 040506

Public Health
Kent County Council
Sessions House
Maidstone
Kent
ME14 1XQ

| Matter to be dealt with | Full Committee | Sub Committee | Officers |
|---|-----------------------|-----------------------------------|------------------------------------|
| Application for personal licence | | If a police objection | If no objection made |
| Application for personal licence with unspent convictions | | All cases | |
| Application for premises licence/club premises certificate | | If a relevant representation made | If no relevant representation made |
| Application for provisional statement | | If a relevant representation made | If no relevant representation made |
| Application to vary premises licence/club premises certificate | | If a relevant representation made | If no relevant representation made |
| Application to vary designated premises supervisor | | If a police objection | All other cases |
| Request to be removed as designated premises supervisor | | | All cases |
| Application for transfer of premises licence | | If a police objection | All other cases |
| Applications for interim Authorities | | If a police objection | All other cases |
| Application to review premises licence/club premises certificate | | All cases | |
| Decision on whether a complaint is irrelevant frivolous vexatious etc | | | All cases |
| Decision to object when local authority is a consultee and not the relevant authority considering the application | | All cases | |
| Determination of a police objection to a temporary event notice | | All cases | |
| Application for minor variation | | | All cases |



29th June 2015

My Ref: PJB/Lic
Email : philip.bensted@thanet.gov.uk
Ask For: Mr P Bensted
Ext No: 7630
Your ref : -

Dear Sir/Madam

Draft Licensing Policy

The 2003 Licensing Act requires Licensing Authorities to review and consult on their Statement of Licensing Policy every five years.

Please find enclosed a draft policy statement. Only a few minor alterations have been made to the document where statute or addresses have changed. The consultation period will run from the 1st July to the 23rd September next. Any comments to licensing@thanet.gov.uk.

At the end of the consultation period a report will be going to Council in December 2015 so that the new policy can be in place in January 2016.

Yours faithfully

Regulatory Services Manager

Thanet District Council
PO Box 9
Cecil Street
Margate
Kent
CT9 1XZ

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REVIEW AND ADOPTION OF THE GAMBLING POLICY

To: **Council – 3rd December 2015**

Main Portfolio Area: **Community Services**

By: **Philip Bensted, Regulatory Services Manager**

Classification: **Unrestricted**

Ward: **Not applicable**

Summary: The review and adoption of the Gambling Policy

For Decision

1.0 Introduction and Background

- 1.1 The Gambling Act 2005 came into force in September 2007. It removed from the Magistrates' Court all responsibility for granting gaming and betting permissions. The Act introduced a unified regulator, the Gambling Commission, and a new licensing regime for commercial gambling (to be conducted by the Commission or by Licensing Authorities, depending on the matter to be licensed).
- 1.2 Premises licences are granted by Licensing Authorities, which, in an English County with a County Council, are the District Councils. Premises licences authorise the provision of facilities on casino, bingo and betting premises, adult gaming centres and family entertainment centres. Decisions relating to premises licences are delegated to the Licensing Board under the Act. Permits for gaming machines and Small Society lottery registration are also dealt with by District Councils.
- 1.3 Licensing Authorities must have a Statement of Gambling Policy in place under the Act. Full Council approved the Gambling Policy in December 2006. This Policy is required under the Act to be reviewed every three years and was again approved by Full Council in October 2009 and December 2012. The Policy needs to be published four weeks prior to the 31st January 2016.
- 1.4 Premises licensed by the Council are an important part of our local town centres, with a significant number of employees. It is therefore important to the local economy that the Council discharges its statutory duty in both an efficient and effective manner.

2.0 The Current Situation

- 2.1 There are currently 3 casino, 2 bingo, and 18 betting premises in Thanet. In 2007 there were 21 betting premises. There are also 13 Adult Gaming and Family Entertainment Centres. A variety of permits have also been issued to premises for gaming machines. It has not been necessary to arrange any Sub-Committee hearings since the Act came into force.
- 2.2 Guidance under the Act is issued by the Gambling Commission to Local Authorities. The Gambling Commission published its fifth edition of the Guidance in September 2015.

2.3 Consultation took place on the draft Statement of Gambling Policy between the 23rd July and the 15th October 2015. The Act requires the Licensing Authority to consult with the Police and interested persons. 'Interested persons' are further defined in the Act. Copies of the draft Policy were sent to the persons and bodies mentioned at appendix 5 in the Policy. The same appendix lists the responses received, a total of three – Coral Racing Limited were supportive of the document, Gosschalk Solicitors, on behalf of the Association of British Bookmakers, confirmed their willingness to work in partnership with local authorities, Broadstairs Town Council expressed concern about vulnerable persons and training for staff members about early signs of problem gambling and borrowing money. A further bullet point has been added at the top of page 31 of the draft Policy to reflect this. The amended Statement of Gambling Policy is at Annex 1.

2.4 The Act requires Licensing Authorities to publish the Policy statement in January 2016. The Policy is required to be approved by Full Council. Licensing Authorities are required to have regard to the Guidance issued by the Gambling Commission.

2.5 The Overview and Scrutiny Panel considered the draft Policy Statement on the 20th October last and recommended to Council that the Statement should be adopted.

3.0 Options

3.1 To adopt the statement of Gambling Policy.

3.2 To adopt the statement of Gambling Policy with amendments.

3.3 To reject the statement of Gambling Policy and require Officers to produce a further draft.

4.0 Corporate Implications

4.1 Financial and VAT

4.1.1 None at present. Should the Policy be rejected further consideration would have to take place with cost implications.

4.2 Legal

4.2.1 Regulations under the Act state that local authorities should have their Policy in place by January 2016. Legal challenges may be made where consultation does not comply with the Act or Policy does not follow the Guidance issued.

4.3 Corporate

4.3.1 To be able to carry out its functions under the Act the Council will have to approve a statement of Gambling Policy by December 2015. The Policy takes into account the Human Rights Act 1998 and the Equalities Act 2010.

4.3.2 All parts of the Authority that has relevant expertise have had the opportunity to give advice on the Policy.

4.4 Equity and Equalities

4.4.1 The consultation process sought to engage with a number of organisations who represent the interests of a range of groups. No adverse impact has been identified as a result of the consultation process.

5.0 Recommendation

5.1 To adopt paragraph 3.1 that Council adopt the statement of Gambling Policy.

6.0 Decision Making Process

6.1 If Council adopt the statement of Gambling Policy it will come into force in January 2016.

| | |
|-----------------------------------|-------|
| Future Meeting if applicable: N/A | Date: |
|-----------------------------------|-------|

| | |
|------------------|--|
| Contact Officer: | <i>Philip Bensted, Regulatory Services Manager, 577630</i> |
| Reporting to: | <i>Penny Button, Head of Neighbourhood Services</i> |

Annex List

| | |
|---------|-----------------------|
| Annex 1 | Draft Policy document |
|---------|-----------------------|

Background Papers

| Title | Details of where to access copy |
|---|--|
| <i>Guidance issued by the Gambling Commission</i> | <i>The Guidance is available at www.gamblingcommission.gov.uk</i> |

Corporate Consultation Undertaken

| | |
|----------------|--|
| Finance | <i>Matt Sanham, Corporate Finance Manager</i> |
| Legal | <i>Colin Evans, Assistant Litigation Solicitor</i> |
| Communications | <i>Hannah Thorpe, PR & Publicity Manager</i> |

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DRAFT

Gambling Act 2005

Gambling Policy Statement

January 2016

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Foreword

It is just over eight years since the Gambling Act came into force and responsibility for Gambling premises moved from the Magistrates' Court to the Council.

The Act has three key objectives in relation to gambling, to ensure it is fair, crime free and children and vulnerable persons are protected. Local Authorities have responsibility for Betting, Casino and Bingo premises as well as premises with gaming machines and small society lotteries.

This document is a formal statement of the Policy adopted by Thanet District Council, setting out how it will secure the 'licensing objectives'. The Policy takes into consideration the latest Guidance issued by the Gambling Commission.

I hope that those in the licensed trade, and other interested parties, will find the Policy an essential document.

Philip Bensted

Regulatory Services Manager

January 2016

1. The Licensing Objectives

In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Licensing Authorities will aim to permit the use of premises for gambling as set out in Section 153 of the Act.

2. Introduction

Thanet District Council is situated in the County of Kent, which contains 12 District Councils and 1 Unitary Authority in total. Each is represented on the Kent & Medway Regulatory Licensing Steering Group (K&MRLStGp) whose role includes the identification of issues on which a consistent countywide approach is considered essential and the formulation of recommended policy that establishes a minimum standard on these identified issues.

This policy has been formulated by the K&MRLStGp.

Thanet District Council area has a population of approximately 130,000 making it one of the largest in the County in terms of population. In terms of area it is one of the smallest, covering 40 square miles. Thanet contains the towns of Margate, Ramsgate and Broadstairs. The population is mainly resident in the towns with a spread around the whole coast. There is a rural hinterland.

The areas are shown in the map below:-

Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles that they proposed to apply when exercising their functions. This statement must be published at least every three years. The statement can also be reviewed from “time to time” and the amended parts re-consulted upon. The statement must then be re-published.

In determining its policy the licensing authority must have regard to the Guidance and will give appropriate weight to the views of those it has consulted.

Thanet District Council consulted widely on this policy statement before finalising and publishing it. A list of the persons consulted and responses is provided at appendix 5.

The Gambling Act requires that the following parties be consulted by Licensing Authorities:

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority’s area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005

The list of persons consulted when preparing this Policy statement is deliberately wide. The list of persons this authority consulted can be found at appendix 5.

The consultation took place between the 23rd July and 15th October 2015.

The full list of comments made, the consideration of them by the Council and the reasons given for decisions made in drafting the policy following consultation, is available by request to: Licensing Department, Thanet District Council, PO Box 9, Cecil Street, Margate CT9 1XZ, 01843 577432.

The policy was approved at a meeting of the Full Council on the 3rd December 2015 and was published via our website on www.thanet.gov.uk. Copies have been placed in the public libraries of the area as well as being available in the principal Council Offices. Should you have any comments as regards this policy statement please send them via email or letter to the following contact:

Name: Philip Bensted, Regulatory Services Manager
Address: Licensing Department, PO Box 9, Cecil Street, Margate CT9 1XZ
Email: philip.bensted@thanet.gov.uk

This policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence. Each application or representation will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005 and the Guidance issued by the Gambling Commission (the Guidance).

3. Declaration

In producing this final licensing policy statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance, and any responses from those consulted on the policy statement.

4. Casinos

No Casinos resolution – Section 166 of the Gambling Act 2005 gives a Licensing Authority the ability to resolve not to issue casino premises licences. This licensing authority has **not** passed a ‘no casino’ resolution. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.

5. Functions – This table shows which functions local authorities are responsible for under the Act.

| | Function |
|--|---|
| Be responsible for the licensing of premises where gambling activities are to take place by issuing <i>Premises Licences</i> | Issue <i>Provisional Statements</i> |
| Regulate <i>members’ clubs</i> and <i>miners’ welfare institutes</i> who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits | Issue <i>Club Machine Permits to Commercial Clubs</i> |
| Grant permits for the use of certain lower stake gaming machines at <i>unlicensed Family Entertainment Centres</i> | Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines |
| Grant <i>Licensed Premises Gaming Machine Permits</i> for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required | Register <i>small society lotteries</i> below prescribed thresholds |
| Issue <i>Prize Gaming Permits</i> | Receive and Endorse <i>Temporary Use Notices</i> |
| Receive <i>Occasional Use Notices</i> | Provide information to the Gambling Commission regarding details of licences issued (see section above on ‘information exchange’) |
| Maintain registers of the permits and licences that are issued under these functions | |

Please Note:

The Gambling Commission functions are listed on page 22.

The Licensing Authority is not responsible for remote gambling.

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

6. Responsible Authorities

In exercising this licensing authority's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc

In accordance with the Gambling Commission's Guidance for local authorities this authority designates the following for this purpose:

Kent Social Services
Brenchley House
County Hall
Maidstone
Kent ME14 1RF

The contact details of all the Responsible Bodies under the Gambling Act 2005 are available via the Council's website at: www.thanet.gov.uk

7. Interested Parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as someone who, in the opinion of the licensing authority which issues the licence or to which the application is made, -

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b).

The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision-making. It will however consider the following matters as recommended by the Guidance to local authorities:

- the size of the premises
- the nature of the premises
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and

- the nature of the complainant. (not the personal characteristics of the complainant but the interests of the complainant, which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that “sufficiently close to be likely to be affected” could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) residential hostel for vulnerable adults).
- the catchment area of the premises (i.e. how far people travel to visit); and
- whether the person making the representation has business interests in that catchment area, that might be affected.

The Gambling Commission has emphasised to licensing authorities, that ‘demand’ cannot be a factor in decisions.

Guidance also states that moral objections to gambling are not a valid reason to reject applications for premises licences. This is because such objections do not relate to the licensing objectives (Guidance to Licensing Authorities Para 5.34).

The Gambling Commission has also recommended that the licensing authority state that interested parties include trade associations and trade unions, and residents and tenants’ associations. This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as one under the terms of the Gambling Act 2005 i.e. lives sufficiently close to the premises to be likely to be affected by the authorised activities.

Interested parties can be represented by other persons such as Ward Councillors, Councillors for the Division, MP’s etc. Councillors who are part of the Licensing Committee dealing with the licence may not be able to represent an interested party. They may recommend another councillor who may help. If an interested party needs advice on this matter he should contact the Council’s Democratic Services section at Thanet District Council.

8. Exchange of Information

In holding and exchanging information with other bodies during the exercise of its functions under the Act the licensing authority will act in accordance with the provisions of the Act , the Data Protection principles as set out in the Data Protection Act 1998 and its duties under the Freedom of Information Act 2000.

The licensing authority will have regard to any Guidance issued by the Gambling Commission to Local Authorities on this matter as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

9. Enforcement

The Kent & Medway Licensing Steering Group has formulated an Enforcement Protocol which each Licensing Authority and Responsible Authority has agreed. The purpose of this protocol is to facilitate co-operation and co-ordination between enforcement agencies in pursuance of both the Gambling Act 2005 and the Licensing Act 2003. It will underpin the mutual operational support required to tackle licensing issues.

In accordance with the Guidance this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority will also, as recommended in the Guidance, adopt a risk-based inspection programme.

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

This licensing authority's principles are that:

It will be guided by the Guidance and will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions, which it authorises.

The Gambling Commission will be the enforcement body for the Operator and Personal Licences. The Gambling Commission will be responsible for compliance as regards unlicensed premises.

Philip Bensted
Regulatory Services Manager
January 2016

Introduction

Appendix 1

The Gambling Commission's Guidance for licensing authorities states the following. The paragraphs below endeavour to meet this request:

“The statement of policy should set out what factors it is likely to take into account when considering applications for premises licences, permits and other permissions and when determining whether to review a licence. This may be informed by the licensing authority's local area profile and will include considerations such as the proximity of gambling premises to schools and vulnerable adult centres, or to residential areas where there may be a high concentration of families with children. Although the statement of policy should identify the factors to be considered, it should be clear that each application or review will be decided on its merits. Importantly, if an applicant for a premises licence can show how risks to the licensing objectives can be mitigated, the licensing authority will need to take that into account in its decision making “(6.33 and 6.34)

Permits

(i) Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit.

The Gambling Act 2005 states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25.

It should be noted that a licensing authority cannot attach conditions to this type of permit and that the “statement of principles” only applies to initial applications and not to renewals.

For initial applications, the Licensing Authority does not have to have regard to the licensing objectives but does need to have regard to any Gambling Commission guidance.

Guidance for local authorities states: “a licensing authority may include a statement of principles that it proposes to apply when exercising its functions in considering applications for permits. In particular it may want to set out the matters that it will take into account in determining the suitability of the applicant. Given that the premises is likely to appeal particularly to children and young persons, licensing authorities may wish to give weight to matters relating to protection of children from being harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group.” (24.8)

The Guidance also states: “An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application. In considering the application, the licensing authority shall have regard to this guidance and may have regard to the licensing objectives. The licensing authority may also consider asking applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act);
- that employees are trained to have a full understanding of the maximum stakes and prizes.” (24.9)

This licensing authority adopted a statement of principles which is at Appendix 6.

With regard to renewals of these permits, the licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

(ii) (Alcohol) Licensed premises gaming machine permits – (Schedule 13 Para 4(1))

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” This licensing authority considers that “such matters” will be decided on a case by case basis but that if any general themes arise it will endeavour to provide examples of such in this licensing policy statement by way of a revision.

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

(iii) Prize Gaming Permits – (Statement of Principles on Permits - Schedule 14 Para 8 (3))

The Gambling Act 2005 states that a Licensing Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”.

The Guidance states: “In their Licensing Authority Statement of Policy, licensing authorities should include a statement of principles that they propose to apply when exercising their functions in considering applications for permits. In particular, they may want to set out the matters that they will take into account in determining the suitability of the applicant. Given that the premises will particularly appeal to children and young persons, in considering what to take into account in the application process and what information to request from the applicant, licensing authorities will want to give weight to child protection issues. Licensing Authorities should ask the applicant to set out the types of gaming that he or she is intending to offer and the applicant should be able to demonstrate that:

- they understand the limits to stakes and prizes that are set out in Regulations;
- the gaming offered is within the law.” (27.12)

This licensing authority has prepared a statement of principles which is at Appendix 6.

In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

It should be noted that there are conditions in the Gambling Act 2005 that the permit holder must comply with, but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and

participation in the gaming must not entitle the player to take part in any other gambling.

(iv) Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations. A Club machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

Guidance for local authorities states: "members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is restricted to that of a prescribed kind (currently bridge and whist). Members' clubs must be permanent in nature, but there is no need for a club to have an alcohol licence." (25.4)

This Licensing Authority is aware that: "Licensing authorities may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years;
- (e) an objection has been lodged by the Commission or the police (25.38)

It should be noted that there is a 'fast-track' procedure available for premises that hold a Club Premises Certificate under the Licensing Act 2003. As the Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are that:

- (a) the club is established primarily for gaming, other than gaming prescribed by regulations under Section 266 of the Act;
- (b) in addition to the prescribed gaming, the applicant provides facilities for other gaming;
- (c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled." (25.43)

Premises Licences

Appendix 2

(i) Decision making - general:

Premises Licences will be subject to the permissions/restrictions set-out in the Gambling Act 2005 and Regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's statement of licensing policy

As regards licence conditions, the Guidance for local authorities states that "Conditions imposed by the licensing authority must be proportionate to the circumstances which they are seeking to address. In particular, licensing authorities should ensure that the premises licence conditions are:

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises (including the locality and any identified local risks) and the type of licence applied for
- fairly and reasonably related to the scale and type of premises:
- reasonable in all other respects. (9.31)

The Commission also adds that "licensing authorities should make decisions on conditions on a case by case basis, and in the context of the principles of S.153. They must aim to permit the use of premises for gambling and so should not attach conditions that limit their use except where it is necessary in accordance with the licensing objectives, the Commission's codes of practice and this Guidance, or their own statement of policy. Conversely, licensing authorities should not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions." (9.28)

This licensing authority is in agreement with these statements by the Gambling Commission.

There are also conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition
- conditions relating to gaming machine categories, numbers, or method of operation;

- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated and
- conditions in relation to stakes, fees, winning or prizes

The Gambling Commission has also emphasised to local authorities, that ‘demand’ cannot be a factor in decisions.

(ii) “premises”:

Premises is defined in the Act as “any place”. It is for the licensing authority to decide whether different parts of a building can be properly regarded as being separate premises taking into consideration Guidance issued by the Gambling Commission.

This licensing authority takes particular note of the Gambling Commission’s Guidance for local authorities which states that ‘Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, they should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area. The plan of the premises should clearly denote entrances and exits.’(7.26)

(iii) Location:

This licensing authority notes the Guidance which states that: “licensing authorities may need to consider the location of premises in the context of this¹ licensing objective. For example, in considering an application for a premises licence or permit that is in an area noted for particular problems with disorder, organised criminal activity etc, the licensing authority should think about what, if any, controls might be appropriate to prevent those premises being associated with or used to support crime. That might include conditions on the premises licence, such as a requirement for door supervisors. The requirement for conditions might be determined by the operator’s own risk assessment or the local area profile carried out by the licensing authority” (5.3)

¹ Preventing gambling being a source of crime or disorder, being associated with crime or disorder or being used to support crime.

(iv) Planning:

Planning and licensing are different regulatory systems and will be dealt with separately. The Guidance states: "When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. Section 210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building." (7.65)

This authority will listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions should such a situation arise.

(v) Duplication:

In accordance with the Guidance this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

(vi) Door Supervisors:

The Guidance states that licensing authorities may require persons operating premises in which gambling takes place to take measures such as the supervision of entrances; segregation of gambling from non-gambling areas frequented by children (assuming such non-gambling areas are compatible with requirements of the Act); and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

It is to be noted that door supervisors at licensed casino or bingo premises are exempt from the requirements of the Private Security Industry Act 2001. Where an authority imposes door supervision requirements on such licences, the personnel will not need licensing under the 2001 Act.

However where a casino or bingo premises are licensed under the Licensing Act 2003 Door Supervisors employed are required to be licensed under the PSIA Act 2001 to enable them to perform their functions under that Act.

(vii) Licensing objectives:

This licensing authority has considered the Gambling Commission's Guidance to local authorities and some comments are provided with regard to the licensing objectives.

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime:

The Guidance has noted that "disorder is intended to mean activity that is more serious and disruptive than mere nuisance. Factors to consider in determining whether a disturbance was serious enough to constitute disorder would include whether police assistance was required and how threatening the behaviour was to those who could see or hear it." This authority agrees with this statement.

Ensuring that gambling is conducted in a fair and open way:

The Guidance states that "Generally the Commission would not expect licensing authorities to find themselves dealing with issues of fairness and openness frequently. Fairness and openness is likely to be a matter for either the way specific gambling products are provided and therefore subject to the operating licence, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence." (5.11) This licensing authority also notes, however, that the Gambling Commission also states "in relation to the licensing of tracks the licensing authority's role will be different from other premises in that track owners will not necessarily have an operating licence. In those circumstances the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable." (5.12)

Protecting children and other vulnerable persons from being harmed or exploited by gambling:

The Guidance states that "The objective talks of protecting children from being "harmed or exploited by gambling", but in practice that often means preventing them from taking part in or being in close proximity to gambling..."

This Licensing Authority has also noted that Guidance states "Licensing authorities need to consider, in relation to particular premises, whether any special considerations apply in relation to the protection of vulnerable persons. This could be a local risk that is reflected in the licensing authority's statement of policy. Any such considerations need to be balanced against the authority's objective to aim to permit the use of premises for gambling." (5.18)

As regards the term "vulnerable persons" it is noted that the Gambling Commission is not seeking to offer a definition but states that "it does, for regulatory purposes, assume that this group includes people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs." This licensing authority will consider the objective on a case-by-case basis. (5.17)

This licensing authority will pay particular attention to any Codes of Practice, which the Gambling Commission issues as regards this licensing objective in relation to specific premises such as casinos. It is understood that a Code for casinos must:

- specify steps that the premises licence-holder must take to ensure that children and young persons (that is those under the age of 18) do not enter casino premises, or in the case of the regional casino do not enter the gambling area;
- amongst those specified steps, ensure that each entrance to the casino or gambling area is supervised by at least one person (“the supervisor”) who is responsible for compliance with the code of practice; and
- require that, unless the supervisor is certain that a person seeking admittance is an adult, evidence of age must be required of all those seeking to enter the casino or gambling area.

(viii) Reviews:

Interested parties or responsible authorities can make requests for a review of a premises licence; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the following matters:

- it is in accordance with any relevant code of practice issued by the Gambling Commission
- it is in accordance with any relevant guidance issued by the Gambling Commission
- it is reasonably consistent with the licensing objectives and
- it is in accordance with the authority’s statement of licensing policy

as well as consideration as to whether the request is frivolous, vexatious, or will certainly not cause this authority to wish alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a licence on the basis of any reason that it thinks is appropriate.

(ix) Provisional Statements:

This licensing authority notes that the Guidance states:

“As the Court has held in a 2008 case, operators can apply for a premises licence in respect of premises which have still to be constructed or altered, and licensing authorities are required to determine any such applications on their merits. Such cases should be considered in a two stage process; first, licensing authorities must decide whether, as a matter of substance after applying the principles in section 153 of the Act, the premises ought to be permitted to be used for gambling; second, in deciding whether or not to grant the application a licensing authority will need to consider if appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.” (7.59)

In terms of representations about premises licence applications, following the grant of a provisional statement, the Guidance states: “If a provisional statement has been granted, the licensing authority is constrained in the matters it can consider when an application for a premises licence is made subsequently in relation to the same premises. No further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by way of representations at the provisional licence stage
- which, in the authority’s opinion, reflect a change in the operator’s circumstances
- Where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and licensing authorities should discuss any concerns they have with the applicant before making a decision”. (11.8,11.9 and 11.10)

This authority also has noted in the Guidance that “A licensing authority must not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with planning or building law.”

(x) Adult Gaming Centres:

This licensing authority particularly notes that the Guidance states: “No-one under the age of 18 is permitted to enter an AGC. Licensing authorities will wish to have particular regard to the location of and entry to AGCs to minimise the opportunities for under 18s to gain access. This may be of particular importance in areas where young people may be unsupervised, for example, where an AGC is in a complex, such as a shopping centre or airport.” (21.2 and 21.3)

(xi) (Licensed) Family Entertainment Centres:

This licensing authority will, in accordance with the Guidance refer to the Commission’s website to see any conditions that apply to operator licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences.

(xii) Tracks:

This licensing authority is aware that the Gambling Commission may provide specific guidance as regards tracks. We will take note of the Guidance issued by the Gambling Commission in this regard.

(xiii) Casinos:

Casinos and competitive bidding – This licensing authority is aware that where a licensing authority area is enabled to grant a Premises Licence for a new style casino (i.e. the Secretary of State has made such regulations under Section 175 of the Gambling Act 2005) there are likely to be a number of operators which will want to run the casino. In such situations the local authority will run a ‘competition’ under Schedule 9 of the Gambling Act 2005. This licensing authority will run such a competition in line with any regulations issued under the Gambling Act 2005 by the Secretary of State.

Betting machines – This licensing authority is aware that, as explained in Guidance for local authorities: “Section 181 contains an express power for licensing authorities to restrict the number of SSBTs (self-service betting terminals), their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence (where betting is permitted in the casino). When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the licensing authority, amongst other things, should take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.” (19.9)

Credit - Guidance for Local Authorities states that:- “section 177 does not prevent the licensee from contracting a third-party to install cash dispensers (ATMs) on their premises, which may accept both credit and debit cards. Such an arrangement is subject to requirements that the premises licence holder has no other commercial connection in relation to gambling with the provider of the ATMs (aside from the agreement to site the machines), does not profit from the arrangement, and does not make any payment in connection with the machines. All premises licences also include a mandatory condition which requires that any ATM made available for use on the premises must be located in a place that requires any customer who wishes to use it to cease gambling in order to do so.” (9.12)

(xiv) Bingo:

The licensing authority is aware and will take notice of the Guidance issued by the Gambling Commission in relation to Bingo.

(xv) Temporary Use Notices:

There are a number of statutory limits as regards Temporary Use Notices. It is noted that it falls to the licensing authority to decide what constitutes a ‘set of premises’ where Temporary Use Notices are received relating to the same building / site (see Gambling Commission’s Guidance for Local Authorities).

(xvi) Occasional Use Notices:

The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will though need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

(xvii) Travelling Fairs:

It will fall to this licensing authority to decide whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses shared boundaries is monitored so that the statutory limits are not exceeded.

(xviii) Betting premises:

Betting machines - The Guidance states: "Section 181 contains an express power for licensing authorities to restrict the number of SSBTs (self-service betting terminals), their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence (where betting is permitted in the casino). When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the licensing authority, amongst other things, should take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people." (19.9)

Credit - The Gambling Commission Guidance states: "section 177 does not prevent the licensee from contracting a third-party to install cash dispensers (ATMs) on their premises, which may accept both credit and debit cards. Such an arrangement is subject to requirements that the premises licence holder has no other commercial connection in relation to gambling with the provider of the ATMs (aside from the agreement to site the machines), does not profit from the arrangement, and does not make any payment in connection with the machines. All premises licences also include a mandatory condition which requires that any ATM made available for use on the premises must be located in a place that requires any customer who wishes to use it to cease gambling in order to do so." (9.12)

Information exchange

It should be noted that there are sections of the Gambling Commission’s Guidance for local authorities which relate to Information Exchange.

The sections are:

- “Licensing authorities do not need to investigate the suitability of an applicant for a premises licence, including in relation to crime. The issue of suitability will already have been considered by the Commission, because any applicant (except occupiers of tracks who do not propose to offer gambling themselves) will have to hold an operating licence from the Commission before the premises licence can be issued. However, if the licensing authority receives information during the course of considering a premises licence application or at any other time, that causes it to question the suitability of the applicant to hold an operating licence, these concerns should be brought to the attention of the Commission without delay” (5.10)
- “Regulatory issues arising from the prevention of disorder are likely to focus almost exclusively on premises licensing, rather than on operating licences. However, if there are persistent or serious disorder problems that an operator could or should do more to prevent, the licensing authority should bring this to the attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence.” (5.6)
- “If it comes to the attention of licensing authorities that Alcohol-licensed premises or clubs or institutes are playing bingo during the course of a week which involves significant stakes and prizes and that makes it possible that the £2,000 in seven days is being exceeded, authorities should inform the Commission.” (18.15)

Gambling Commission Functions

| Function | Who deals with it |
|--|---------------------------|
| Issue and renewal of <i>Operating Licences</i> | Gambling Commission |
| Review <i>Operating Licences</i> | Gambling Commission |
| Issue <i>Personal Licences</i> | Gambling Commission |
| Issue <i>Codes of Practice</i> | Gambling Commission |
| Issue <i>Guidance to Licensing Authorities</i> | Gambling Commission |
| Licence remote gambling through Operating Licences | Gambling Commission |
| Issue licences in relation to the <i>manufacture, supply, installation, adaptation, maintenance or repair of gaming machines</i> | Gambling Commission |
| Deal with appeals against Commission decisions | Gambling Appeals Tribunal |

Responsible Authorities Contact details:

Appendix 3

**Licensing Authority
Thanet District Council
Licensing Department
PO Box 9 , Cecil Street,
Margate CT9 1XZ
01843 577432**

**Gambling Commission
Victoria Square House
Victoria Square
Birmingham B2 4BP**

**Chief Officer of Police
Licensing, CSU,
Police Station
Old Dover Road
Canterbury CT1 3JQ
01227 868414**

**Kent Fire & Rescue Service
East Kent Group
Fire Safety Office
Canterbury Fire Station
Upper Bridge Street
Canterbury
CT1 2NH**

**Local Planning Authority
Thanet District Council
PO Box 9, Cecil Street,
Margate CT9 1XZ**

**Environmental Protection/ H&S
Thanet District Council
PO Box 9, Cecil Street,
Margate CT9 1XZ**

**Child Protection Service
Kent County Council Social Services
Brenchley House
County Hall
Maidstone ME14 1RF**

**HM Revenue & Customs
National Registration Unit
Portcullis House
21 India Street
Glasgow G4 2PZ**

Appendix 4

TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

| MATTER TO BE DEALT WITH | FULL COUNCIL | SUB-COMMITTEE OF LICENSING COMMITTEE | OFFICERS |
|---|--------------|---|--|
| Final approval of three year licensing policy | X | | |
| Policy not to permit casinos | X | | |
| Fee Setting (when appropriate) | X | | |
| Application for premises licences | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a variation to a licence | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a transfer of a licence | | Where representations have been received from the Commission or responsible authorities | Where no representations received from the Commission or responsible authorities |
| Application for a provisional statement | | Where representations have been received and not withdrawn | Where no representations received/ representations have been withdrawn |
| Review of a premises licence | | X | |
| Application for club gaming /club machine permits | | Where objections have been made and not withdrawn | Where no objections made/objections have been withdrawn |
| Cancellation of club gaming/ club machine permits | | X | |
| Applications for other permits | | | X |
| Cancellation of licensed premises gaming machine permits | | | X |
| Consideration of temporary use notice | | | X |
| Decision to give a counter notice to a temporary use notice | | X | |

Appendix 5

Consultation

List of Persons Consulted

Local Gambling businesses – three casinos, two bingo premises, eighteen betting offices, nine adult gaming centres and four family entertainment centres

| | | |
|--|-------------------------------|-----------------------------|
| Kent Police | Gambling Commission | Kent Fire & Rescue |
| Planning, TDC | Environmental Protection, TDC | Social Services |
| HM Revenue & Customs | Eastern & Coastal Kent PCT | Citizens Advice Bureau |
| Kent County Council | Thanet Parish & Town Councils | Thanet District Councillors |
| Casino Operators Association | Mackenzie Dillon Solicitors | Ivor Thomas Amusements |
| Shepherd Neame | John Icke Automatics | Gamcare |
| BACTA | Local MP's | British Beer & Pub Assoc. |
| Assoc. of British Bookmakers | Casino Operators Assoc. UK | Poppleston Allen Solicitors |
| Thanet Community Safety Partnership | | |
| Senior Management Team, TDC | | |
| Chief Executives, Dover DC and Canterbury CC | | |

Responses Received

Coral Racing Limited

The Association of British Bookmakers

Broadstairs & St Peter's Town Council

**Statement of Principles
For
Unlicensed Family Entertainment
Centres,
Gaming Machine Permits
&
Prize Gaming Permits

Gambling Act 2005**

Contents

1. The Gambling Act 2005
2. Purpose of this document
3. Unlicensed family entertainment centres (UFECs)
4. Prize Gaming Permits
5. Statement of Principles for UFEC gaming machine permits and prize gaming permits
6. Supporting documents
7. Child protection issues
8. Protection of vulnerable persons issues
9. Other miscellaneous issues

1. The Gambling Act 2005

Unless otherwise stated any references in this document to the council is to the Thanet District Council as the licensing authority.

The Act requires the council, as the licensing authority, to aim to permit the use of premises for gambling in so far as the authority thinks it:

- In accordance with a relevant code of practice
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- In accordance with the licensing authority policy issued under the Act.

The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

2. Purpose of this document

This document has been prepared to assist persons considering making an application for either an unlicensed family entertainment centre (UFEC) gaming machine permit or a prize gaming under the Gambling Act 2005.

Thanet District Council fully endorses the licensing objectives detailed above and expects all applicants to work in partnership to promote these objectives through clear and effective management of each gambling operation whether in respect of a permit or premises licence.

In respect of UFEC gaming machine permits it has been prepared in accordance with Paragraph 7 of Schedule 10 of the Act and in respect of prize gaming permits it has been prepared in accordance with paragraph 8 of Schedule 14 of the Act. The document should be read in conjunction with Thanet District Council Statement of Licensing Policy and Principles. – Gambling Act 2005.

The purpose of the document is to clarify measures that the council will expect applicants to demonstrate when applying for either of these permits so the council can determine the suitability of the applicant and the premises for a permit.

Within this process the council will aim to grant the permit where the applicant is able to demonstrate that:

- They are a fit and proper person to hold the permit
- They have considered and are proposing suitable measures to promote the licensing objectives and they have a legal right to occupy the premises to which the permit is sought.

The measures suggested in this document should be read as guidance only and the council will be happy for applicants to suggest measures above and beyond those listed in the document and or to substitute measures as appropriate.

3. Unlicensed family entertainment centres

The term 'unlicensed family entertainment centre' is one defined in the Act and refers to a premises which provides category D gaming machines together with various other amusements such as computer games and "penny-pushers".

The premises is 'unlicensed' in that it does not require a premises licence but does require a permit to be able to provide its category D gaming machines. It should not be confused with a 'licensed family entertainment centre' that does require a premises licence because it contains both category C and D gaming machines.

Unlicensed family entertainment centres (UFECs) will be most commonly located at seaside resorts, in airports and at motorway service centres, and will cater for families, including unaccompanied children and young persons. The council will only grant a UFEC gaming machine permit where it is satisfied that the premises will be operated as a bona fide unlicensed family entertainment centre.

In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in this "Statement of Principles" have been addressed through the application.

Applicants only need to address the "Statement of Principles" when making their initial applications and not at renewal time. (Permits are granted for a period of ten years.)

4. Prize gaming permits

Section 288 defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where bingo is offered and the prizes are displayed.

A prize gaming permit is a permit issued by the council to authorise the provision of facilities for gaming with prizes on specified premises.

Applicants should be aware of the conditions in the Gambling Act 2005 by which prize gaming permits holders must comply. The conditions in the Act are:

- The limits on participation fees, as set out in regulations, must be complied with
- All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played
- The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize) and participation in the gaming must not entitle the player to take part in any other gambling

In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in this "Statement of Principles" have been addressed through the application.

Applicants only need to address the "Statement of Principles" when making their initial applications and not at renewal time. Permits are granted for a period of ten years.

5. Statement of Principles for UFEC gaming machine permits and prize gaming permits

Supporting documents

The council will require the following supporting documents to be served with all UFEC gaming machine permit and prize gaming permit applications:

- Proof of age (a certified copy or sight of an original birth certificate, driving licence, or passport – all applicants for these permits must be aged 18 or over)
- Proof that the applicant has the right to occupy the premises. Acceptable evidence would be a copy of any lease, a copy of the property's deeds or a similar document
- An enhanced criminal record certificate. (this should be no greater than one month old.) This will be used to check that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act.)

In the case of applications for a UFEC gaming machine permit evidence that the machines to be provided are or were supplied by a legitimate gambling operator who holds a valid gaming machine technical operating licence issued by the Gambling Commission a plan of the premises to which the permit is sought showing the following items:

- The boundary of the building with any external or internal walls, entrances and exits to the building and any internal doorways where any category D gaming machines are positioned and the particular type of machines to be provided (eg. Slot machines, penny falls, cranes)
- The location where any prize gaming will take place (including any seating and tables) and the area where any prizes will be displayed
- The positioning and types of any other amusement machines on the premises
- The location of any fixed or semi-fixed counters, booths or offices on the premises whereby staff monitor the customer floor area the location of any ATM/cash machines or change machines the location of any fixed or temporary structures such as columns or pillars
- The location and height of any stages in the premises; any steps, stairs, elevators, balconies or lifts in the premises
- The location of any public toilets in the building.

(Unless agreed with the council, the plan should be drawn to a standard scale with a key showing the items mentioned above. The standard scale is 1:100)

6. Child protection issues

The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

The council will assess these policies and procedures on their merits, and they should (depending on the particular permit being applied for) include appropriate measures/training for staff as regards the following:

- Maintain contact details for any local schools and or the education authority so that any truant children can be reported
- Employ policies to address the problems associated with truant children who may attempt to gain access to the premises and gamble when they should be at school
- Employ policies to address any problems that may arise during seasonal periods where children may frequent the premises in greater numbers, such as half terms and summer holidays
- Maintain information at the premises of the term times of any local schools in the vicinity of the premises and also consider policies to ensure sufficient staffing levels during these times
- Display posters displaying the 'Child Line' phone number in discreet locations on the premises e.g. toilets
- Maintain an incident register of any problems that arise on the premises related to children such as children gambling excessively, truant children, children being unruly or young unaccompanied children entering the premises (The register should be used to detect any trends which require attention by the management of the premises.)
- Ensure all young children are accompanied by a responsible adult
- Maintain policies to deal with any young children who enter the premises unaccompanied
- Enhanced criminal records checks for all staff who will be working closely with children

NB: Any supporting evidence of the above measures e.g. Training manuals or other similar documents/written statements should be attached to the application.

7. Protection of vulnerable persons.

The council will expect the applicant to show that there are policies and procedures in place to protect vulnerable persons.

The council will assess these policies and procedures on their merits, however they may (depending on the particular permit being applied for) include appropriate measures / training for staff as regards the following:

- Display Gamcare helpline stickers on all gaming machines
- Display Gamcare posters in prominent locations on the premises
- Training for staff members which focuses on building an employee's ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect persons who may be vulnerable
- Consider appropriate positioning of ATM and change machines (including the display of Gamcare stickers on any such machines)

- To ensure that they are aware that one early sign of problem gambling is borrowing money for gambling, and that it is never appropriate for a premises or its staff to encourage or enable problem gamblers to borrow money for gambling e.g staff should understand that it is wrong to encourage or enable easy-access credit cards or other high-risk lenders to tout for business in or near the premises

NB: Any supporting evidence of the above measures e.g. Training manuals or other similar documents/written statements should be attached to the application.

8. Other miscellaneous issues

The applicant should also be mindful of the following possible control measures (depending on the particular permit being applied for) to minimise crime and disorder and the possibility of public nuisance as follows:

- Maintain an effective CCTV system to monitor the interior and exterior of the premises
- Keep the interior and exterior of the premises clean and tidy
- Ensure the external lighting is suitably positioned and operated so as not to cause nuisance to neighbouring and adjoining premises
- Consider the design and layout of the outside of the premises to deter the congregation of children and youths
- Restrict normal opening hours to 8.45am to midnight daily
- Not permit any person who is drunk and disorderly or under the influence of drugs, to enter or remain on the premises
- Take such steps as are reasonably practicable to eliminate the escape of noise from the premises
- Ensure, where possible the external doors to the premises remain closed, except when in use, by fitting them with a device for automatic closure or by similar means
- Ensure that the premises are under the supervision of at least one responsible, adequately trained person at all times the premises are open

NB: Any supporting evidence of the above measures e.g. Training manuals or other similar documents/written statements should be attached to the application.

Applicants may obtain an enhanced Criminal Record Check on application to Disclosure Scotland on 0870 609 6006 or online at www.disclosurescotland.co.uk

Philip Bensted
Regulatory Services Manager
January 2016

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DRAFT REPORT: GENERAL FUND CAPITAL PROGRAMME MONITORING AND CHANGES

To: **Council – 3 December 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Financial Services and Estates**

Classification: **Unrestricted**

Ward: **All wards**

Summary: To agree General Fund Capital Programme Monitoring and Changes

For Decision

1.0 Introduction and Background

1.1 Given the Council's resource profile and constraints, a review of the General Fund 2015/16 capital programme has been undertaken and opportunities identified to (i) transfer, remove and defer capital projects, and (ii) switch capital funding.

2.0 Transfer, Removal and Deferral

2.1 Following consultation with project managers, the transfer, removal and deferral opportunities are proposed for the General Fund 2015/16 capital programme as per section 2.5 below.

2.2 Public Conveniences: £150,712 has been retained in the 2015/16 capital budget for Joss Bay toilet enhancements but £125,000 is not programmed to be spent in 2015/16. A review of Asset Management will be undertaken, within which the Public Conveniences will be evaluated.

2.3 Options will be considered for the Waste Transfer Station and Margate Cemetery Extension projects. Some £616,522 of the Waste Transfer Station budget has been re-allocated to the Vehicle Replacement Programme for frontline services. The remaining budgets on Grounds Maintenance Replace Mowers and Vehicles (£237,758) and Replacement of Waste Collection Fleet (£392,952) have been transferred into the Vehicles Replacement Programme as a consolidation measure. Funding for the Margate Cemetery Extension has been removed, pending an assessment of options.

2.4 The Property Enhancement Programme budget is not committed in 2015/16 but a provision has been retained for 2017/18 onwards.

2.5 Transfers, removals and deferrals proposed for the General Fund 2015/16 capital programme are shown in the table below.

| Project name | Budget Deferral into 2016/17 & 2017/18 | Budget Removal from 2015/16 Programme | Budget Transfer to Vehicle Replacement Programme 2015/16 |
|---|---|--|---|
| | £ | £ | £ |
| Margate Pedestrian Connections | 24,345.00 | | |
| Jackey Bakers | 50,000.00 | | |
| Public Conveniences | | 125,000.00 | |
| Property Enhancement Programme | | 200,000.00 | |
| Swimming Pool/Sports Hall Enhancements | | 34,429.00 | |
| Margate Cemetery Extension | | 348,994.50 | |
| Grounds Maintenance Replace Mowers and Vehicles | | | 237,758.00 |
| Replacement of Waste Collection Fleet | | | 392,951.92 |
| Waste Transfer Station | | | 616,522.00 |
| Port Low Carbon Plan | 105,000.00 | | |
| Marina Management System | 78,000.00 | | |
| Boat Wash Separator | 25,000.00 | | |
| Total | 282,345.00 | 708,423.50 | 1,247,231.92 |

3.0 Re-profiling Capital Programme to Fund One-Off Settlements

3.1 The Council has had a number of liabilities to settle over the past year and has a number of one off budgetary pressures for 2015/16 and 2016/17. To date settlement payments made with regard to the temporary ban on animal exports total circa £3m. At the moment the Council is further exposed to the outcome of the Health and Safety Executive report. Such payments have put a substantial strain on the reserves available and it is therefore proposed that funding for the Council's 2015/16 capital programme (including certain projects deferred into 2017/18) is switched from the sources in the table below to capital receipts. It is proposed that the revenue contributions switched are held in the Insurance and Risk Management Reserve to set aside funding for impending one off budgetary pressures.

| Original Funding Source | Revised Sum to be Funded from Capital Receipts 2015/16 | Revised Sum to be Funded from Capital Receipts 2017/18 | Revised Sum to be Funded from Capital Receipts Total |
|--------------------------------|---|---|---|
| | £ | £ | £ |
| Capital Project Reserve | 858,763.75 | 74,345.00 | 933,108.75 |
| Maritime Reserve | 0.00 | 103,000.00 | 103,000.00 |
| Crematorium Reserve | 25,000.00 | 0.00 | 25,000.00 |
| Vehicle Replacement Reserve | 227,300.00 | 0.00 | 227,300.00 |
| Dreamland Reserve | 116,900.00 | 0.00 | 116,900.00 |

| | | | |
|--|---|---|---|
| Revenue | 42,000.00 | 0.00 | 42,000.00 |
| Original Funding Source (continued) | Revised Sum to be Funded from Capital Receipts 2015/16 £ | Revised Sum to be Funded from Capital Receipts 2017/1£ | Revised Sum to be Funded from Capital Receipts Total £ |
| Priority Improvement Reserve | 182,000.00 | 0.00 | 182,000.00 |
| Total | 1,451,963.75 | 177,345.00 | 1,629,308.75 |

4.0 Dreamland Budget

- 4.1 The Director of Community Services has advised that it is necessary to increase the Dreamland budget by £1,200,000 following further discussions with the Heritage Lottery Fund and operator, and additional construction costs. £750,000 of this is allocated to 2015/16 and the remainder of £450,000 is allocated as part of the 2016/17 budget build process. The £1,200,000 increase is to be funded from capital receipts (£750,000 from General Fund housing capital receipts which can be used for regeneration purposes and the remainder of £450,000 from the same source and also from unallocated receipts and anticipated income from the sale of assets).

A breakdown of the overspend is as follows

| | <u>£000</u> |
|--|--------------------|
| <u>Rides</u> | |
| Remaining HLF funding for rides. Cannot be used to cross-subsidise scenic railway | 410 |
| <u>Activities</u> | |
| Remaining HLF funding for activities. Cannot be used to cross-subsidise scenic railway | 157 |
| Disputed invoices subject to on-going discussion | 290 |
| Increased project costs | 241 |
| Reinstatement works | 102 |
| Total | <u><u>1200</u></u> |

The reasons for the overspend

The overspend has arisen from the following areas

- 1) The £410,000 for rides and the £157,000 are a result of a decision made by the Heritage Lottery fund that the council would not be able to use the remaining rides budget and the activities budget for the scenic railway.

Officers had thought this would be possible and it was only confirmed in September that this would not be allowable.

- 2) The increased project costs are primarily due to the infrastructure to provide water and electricity to the park and unexpected works discovered when completing the multi-use space.
- 3) The reinstatement works overspend arises from an omission from the main contract.

5.0 Other Changes

5.1 Other changes to the General Fund capital programme are:

- £700,000 externally funded budget transferred from the Margate Housing Intervention Loan Scheme to Margate Housing Intervention in the HRA capital programme.
- £17,000 budget added from the Harbour revenue repairs and maintenance budgets, for the Ramsgate Harbour Fuel Facilities to protect income derived from harbour operations.
- £40,000 externally funded budget for a feasibility study for the Ramsgate Timber Groynes project, transferred to the revenue budget to reflect the nature of the expenditure as a revenue rather than capital cost.

5.2 The changes in sections 2.5, 3, 4 and 5 above are reflected in the 2015/16 General Fund capital programme shown in the attached Annex 1. The £830k shortfall in capital receipts as per Annex 1 is expected to be largely covered by new capital receipts during the remainder of 2015/16, with internal prudential borrowing to meet any residual shortfall.

6.0 Capital Receipts

General Fund property receipts for the six months to the end of Sept 2015 are as detailed below. Some £1,368,303 of these receipts are for assets disposed of as part of the 2014/15 programme but where the disposal receipts slipped into 2015/16.

| Property | Amount £ |
|---|-----------------|
| 30 Ozengell Place | 13,302 |
| 1 Ozengell Place | 25,823 |
| The Pavilion & Garden on the Sands | 460,000 |
| York Gate House | 620,000 |
| Land between College Road & Tivoli Road | 39,000 |
| Land Covell's Row | 33,000 |
| Land adj 84 Margate Road | 36,000 |
| 4c York Street | 84,000 |
| Land Booth Place | 83,000 |

| Property | Amount £ |
|---------------------------------|------------------|
| Princes Road Store | 34,000 |
| Ramsgate Harbour Slipways Lease | 50,000 |
| Tractor | 17,750 |
| Less disposal costs | (18,035) |
| Capital receipts balance | 1,477,840 |

7.0 Options

- 7.1 That Council approves the capital programme changes as per sections 2.5, 3, 4 and 5 above.
- 7.2 That Council does not approve these capital programme changes. This would adversely affect the ability of the Council to implement and fund its 2015/16 capital programme and make provision for potential revenue liabilities.

8.0 Corporate Implications

8.1 Financial and VAT

- 8.1.1 The financial implications have been detailed within this report.

8.2 Legal

- 8.2.1 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources, and this report is helping to carry out that function.

8.3 Corporate

- 8.3.1 This report evidences that the Council continues to carefully manage its capital programme.

8.4 Equity and Equalities

- 8.4.1 There are no equity or equality issues arising from this report.

9.0 Recommendation

- 9.1 That Council approves the capital programme changes as per sections 2.5, 3, 4 and 5 above.

| | |
|------------------|--|
| Contact Officer: | Nicola Walker – Interim Head of Finance |
| Reporting to: | Tim Willis - Director of Corporate Resources |

Annex List

| | |
|---------|--|
| Annex 1 | General Fund Capital Programme 2015/16 |
|---------|--|

Corporate Consultation Undertaken

| | |
|---------|---|
| Finance | Matthew Sanham, Corporate Finance Manager |
| Legal | Tim Howes, Director of Corporate Governance |

Annex 1

| Capital Programme 2015/16 | Revised Capital Budget 2015/16 Approved Cabinet 30 Jul 2015 and 10 Sept 2015 | Virement or Slippage Ext Funding | Virement or Slippage TDC | Revised Capital Budget 2015/16 to Cabinet 24 Nov 2015 | Committed Spend to Date 30/09/15 | Budget Remaining | Comments |
|--|--|----------------------------------|--------------------------|---|----------------------------------|------------------|--|
| Business Services | | | | | | | |
| Dip/Workflow (Bid04) | 38,610.38 | | | 38,610.38 | 18,045.06 | 20,565.32 | |
| Payroll-HR System | 223,686.21 | | | 223,686.21 | 71,365.50 | 152,320.71 | |
| Telephony Project | 89,000.00 | | | 89,000.00 | 0.00 | 89,000.00 | |
| Single Revenue & Benefits System - Externally Funded | 150,000.00 | | | 150,000.00 | 150,000.00 | 0.00 | |
| Single Revenue & Benefits System - TDC Funded | 164,150.00 | | | 164,150.00 | 164,150.00 | 0.00 | |
| Community Services | | | | | | | |
| Sunshine Café | 1,898,556.00 | | | 1,898,556.00 | 3,150.52 | 1,895,405.48 | |
| Disabled Facilities Grants - Externally Funded | 1,277,000.00 | | | 1,277,000.00 | 1,032,851.80 | 244,148.20 | |
| Disabled Facilities Grants - TDC Funded | 397,986.39 | | | 397,986.39 | 0.00 | 397,986.39 | |
| Dreamland- TDC Funded | 6,172,122.14 | | 750,000.00 | 6,922,122.14 | 6,172,122.14 | 750,000.00 | £750k additional budget funded from housing capital receipts |
| Dreamland - Externally Funded | 3,372,641.41 | | | 3,372,641.41 | 3,372,641.41 | 0.00 | |
| Empty Properties Initiative | 63,750.00 | | | 63,750.00 | 0.00 | 63,750.00 | |
| Dalby Square - Externally Funded | 2,182,551.92 | | | 2,182,551.92 | 173,323.80 | 2,009,228.12 | |
| Dalby Square - TDC Funded | 212,270.00 | | | 212,270.00 | 57,437.89 | 154,832.11 | |
| Margate Pedestrian Connections | 24,345.00 | | -24,345.00 | 0.00 | 0.00 | 0.00 | Transferred to 2017/18. |
| Margate Housing Intervention - Loan scheme | 1,000,000.00 | -700,000.00 | | 300,000.00 | 0.00 | 300,000.00 | £700k transfer to HRA capital programme. |
| Planning Projects | 36,027.99 | | | 36,027.99 | 1,596.75 | 34,431.24 | |
| Private Sector Housing - RHB | 209,103.59 | | | 209,103.59 | 21,614.64 | 187,488.95 | |
| Private Sector Housing - Winter Warmer Grant | 22,406.08 | | | 22,406.08 | 0.00 | 22,406.08 | |
| Skatepark - Externally Funded | 31,484.61 | | | 31,484.61 | 375.00 | 31,109.61 | |
| Skatepark - TDC Funded | 33,610.00 | | | 33,610.00 | 0.00 | 33,610.00 | |
| Jackey Bakers enhancements | 50,000.00 | | -50,000.00 | 0.00 | 0.00 | 0.00 | Transferred to 2017/18. |
| Public Conveniences | 275,711.97 | | -125,000.00 | 150,711.97 | 0.00 | 150,711.97 | £125k removed from budget. |
| Broadstairs Community Centre | 42,500.00 | | | 42,500.00 | 0.00 | 42,500.00 | |
| 19 Hawley Square Refurbishment | 0.00 | | | 0.00 | 2,510.41 | -2,510.41 | |
| Warre Rec Car Park | 130,000.00 | | | 130,000.00 | 10,780.00 | 119,220.00 | |
| Property Enhancement Programme | 200,000.00 | | -200,000.00 | 0.00 | 0.00 | 0.00 | Budget removed. |
| Swimming Pool /Sports Hall Essential Capital Repairs | 150,000.00 | | -34,429.00 | 115,571.00 | 115,571.00 | 0.00 | £34,429 removed from budget. |
| Swimming Pool Adjacent to Ramsgate Sports Centre | 7,987.82 | | | 7,987.82 | 2,240.00 | 5,647.82 | |

| Operational Services | | | | | | | | | |
|--|----------------------|--------------------|------------|--------------------|----------------------|----------------------|---------------------|---|--|
| Alloiments | 22,852.07 | | | | 22,852.07 | 0.00 | 22,852.07 | | |
| Crematorium Office Upgrade | 64,215.00 | | | | 64,215.00 | 4,080.00 | 60,135.00 | | |
| Grounds Maintenance Replace Mowers and Vehicles | 260,488.00 | | | -237,758.00 | 22,730.00 | 22,730.00 | 0.00 | £237,758 budget transfer to Vehicle Replacement Programme. | |
| Margate Cemetery - Extension | 352,487.88 | | | -348,994.50 | 3,493.38 | 3,493.38 | 0.00 | Budget removed. | |
| North Thanet Coast Line Capital Sea Wall Construction Scheme | 1,154,073.89 | | | | 1,154,073.89 | 980,622.35 | 173,451.54 | | |
| Ramsgate Marina Water Supply Upgrade | 6,877.04 | | | | 6,877.04 | 0.00 | 6,877.04 | | |
| Fuel Facilities, Ramsgate Harbour | 83,000.00 | | | 17,000.00 | 100,000.00 | 99,131.92 | 868.08 | £17k additional budget funded from capital receipts. | |
| Replacement of Waste Collection Fleet | 490,175.14 | | | -392,951.92 | 97,223.22 | 97,223.22 | 0.00 | £392,951.92 budget transfer to Vehicle Replacement Programme. | |
| Waste DLO | 4,078.31 | | | | 4,078.31 | 1,863.70 | 2,214.61 | | |
| Waste Transfer Station | 716,522.00 | | | -616,522.00 | 100,000.00 | 0.00 | 100,000.00 | £616,522 budget transfer to Vehicle Replacement Programme. | |
| Port Low Carbon Plan | 105,000.00 | | | -105,000.00 | 0.00 | 0.00 | 0.00 | Slipped to 2016/17. | |
| Boat Wash Separator | 25,000.00 | | | -25,000.00 | 0.00 | 0.00 | 0.00 | Transferred to 2017/18. | |
| Ramsgate Timber Groynes | 40,000.00 | | -40,000.00 | | 0.00 | 0.00 | 0.00 | Taken to revenue budget. | |
| CCTV | 182,000.00 | | | | 182,000.00 | 11,500.00 | 170,500.00 | | |
| Vehicle Replacement Programme | 500,000.00 | | | 1,247,231.92 | 1,747,231.92 | 0.00 | 1,747,231.92 | £1,247,231.9 inward budget transfer. | |
| Marina Management System | 78,000.00 | | | -78,000.00 | 0.00 | 0.00 | 0.00 | Transferred to 2017/18. | |
| Vattenfall Community Projects | 50,000.00 | | | | 50,000.00 | 50,000.00 | 0.00 | | |
| | 22,590,170.84 | -740,000.00 | | -223,768.50 | 21,626,402.34 | 12,640,420.49 | 8,985,981.85 | | |

Capital Salaries

75,000.00

75,000.00

22,665,170.84

-740,000.00

-223,768.50

21,701,402.34

12,640,420.49

8,985,981.85

| 30 September 2015 | | | | | | | |
|--|--|--|---|----------------------------|----------------------|----------------------|--------------------------|
| General Fund Capital Programme | Brought Forward Balance External Funding 2014/15 | Brought forward Balance TDC from 2014/15 | Capital Budget External Funding 2015/16 | Capital Budget TDC 2015/16 | Virement or Slippage | TDC | External Funding to Date |
| Breakdown of the 2015/16 Programme | 6,885,606.70 | 6,298,655.71 | 1,567,983.00 | 2,660,575.00 | 4,288,581.93 | 10,989,834.84 | 10,711,567.50 |
| Funded By | | | | | | | |
| Capital Project Reserves | | 961,040.31 | | 54,345.00 | -1,015,385.31 | 0.00 | |
| Unallocated Receipts | | 665,966.74 | | | | 665,966.74 | |
| Estimated income from the sale of assets | | 488,957.65 | | 1,066,930.00 | 751,540.25 | 1,477,840.00 | |
| IT Reserve | | | | | 81,000.00 | 81,000.00 | |
| Dreamland Reserve | | 116,900.00 | | | -107,900.00 | 9,000.00 | |
| Maritime Reserve | | | | 25,000.00 | -25,000.00 | 0.00 | |
| Vehicle Replacement Reserve | | | | 227,300.00 | -227,300.00 | 0.00 | |
| Priority improvement reserve | | | | 182,000.00 | -182,000.00 | 0.00 | |
| Unringfenced Grants Reserve | 44,175.24 | 8,570.00 | | | | 8,570.00 | 44,175.24 |
| Contribution from Revenue | | 223,686.21 | | | | 403,836.21 | |
| Housing Right to Buy Receipts | | 3,833,534.80 | | 1,105,000.00 | 1,825,499.19 | 750,000.00 | |
| Prudential Borrowing | | | | | | 6,764,033.99 | |
| External Funding | 6,841,431.46 | | 1,567,983.00 | | 2,257,977.80 | | 8,242,556.20 |
| Sub Total | 6,885,606.70 | 6,298,655.71 | 1,567,983.00 | 2,660,575.00 | 4,288,581.93 | 10,160,246.94 | 8,286,731.44 |
| (Surplus)/Shortfall | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 829,587.90 | 2,424,836.06 |
| Less future budgeted borrowing | | | | | | -6,764,033.99 | |
| Current shortfall in capital receipts | | | | | | 829,587.90 | |

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2016-17 FEES AND CHARGES

To: **Council 3 December 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Finance and Estates**

Classification: **Unrestricted**

Ward: **All**

Summary: **To present the proposed 2016-17 fees and charges for approval**

For Decision

1.0 Introduction

- 1.1 Annex 1 to this report sets out the proposed level of Fees and Charges for 2016-17 in respect of services provided by the Council.
- 1.2 As a result of reviewing all the Council's fees and charges, additional income of £253k is anticipated in 2016-17, this excludes items such as Refuse Bins and Green Waste as these will be used within service to manage pressures. As per the policy, Managers have looked at bench marking Fees and Charges in order to maximise income.
- 1.3 Car parking has been reviewed in line with the build to bring the level of charges up to date and in line with other Authorities (no increase for 3 years). Free Saturday parking has been retained with the exception of Leopold Street Ramsgate; however, the car parks at Cannon Road Ramsgate and Albion Road Birchington will in future offer free Saturday parking (with the discounted first 30 minutes being removed at Albion Road).

2.0 Comments arising from Cabinet and Overview and Scrutiny Panel

- 2.1 Cabinet on 24 November approved the proposed fees and charges for 2016/17. Overview and Scrutiny Panel on 26 November recommended that the decision to remove free car parking facility for Leopold Street Car Park on Saturdays be reviewed. A further general comment arising from the Cabinet and OSP discussions was that the specific car parks identified for free Saturday parking could be reviewed in future, although Council is required to set all fees and charges on 3 December and any variation to the set charges would be subject to a further Council decision. The budget strategy has factored in the additional income generated from the increases.

3.0 Corporate Implications

3.1 Financial and VAT

3.1.1 The proposed Fees and Charges will generate additional income of £253k and this had been factored into the budget proposals for 2016-17. Were Members to reject the proposals, then additional savings of the same value would need to be found in order to deliver a balanced budget.

3.2 Legal

3.2.1 Some charges are statutory, and are indicated as such in Annex 1, and therefore we have no discretion over these

3.2.2 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources and S151 Officer, Tim Willis, and this report is helping to carry out that function.

3.3 Corporate

3.3.1 Corporate priorities can only be delivered with robust finances. The proposed level of fees and charges are believed to be sufficient to meet these priorities by being incorporated into the budget.

3.4 Equality

3.4.1 There are no direct equality issues associated with the proposed fees and charges.

4.0 Recommendation

4.1 That Council approve the Fees and Charges for 2016-17 as set out in Annex 1.

| | |
|------------------|-----------------------|
| Contact Officer: | <i>Matthew Sanham</i> |
| Reporting to: | <i>Nicola Walker</i> |

Annex List

| | |
|---------|---------------------------|
| Annex 1 | Fees and Charges Schedule |
|---------|---------------------------|

Corporate Consultation Undertaken

| | |
|----------------|-----------------------|
| Finance | <i>Matthew Sanham</i> |
| Legal | <i>Tim Howes</i> |
| Communications | <i>Hannah Thorpe</i> |

| CHARGES 2015/2016 £ | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 £ | INC. VAT * | £ CHANGE £ | ESTIMATED INCOME 2016/2017 £ |
|---|------------------|--|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| CAR PARKS | | | | | | | | |
| LONG TERM | | | | | | | | |
| (a) HAROLD ROAD, Cliftonville 7am - 10pm (Free on Saturdays) Linear after 1st hour | | | | | | | | |
| | | Private motor cars | | | | | | 3,400 |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.60 | * | 0.10 | |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.010 | * | 0.00 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| (b) ST PETER'S PARK ROAD, Broadstairs 7am - 10pm ; CANNON ROAD, Ramsgate 7am - 10pm (Free on Saturday) Linear after 1st hour | | | | | | | | |
| | | Private motor cars | | | | | | 25,000 |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.60 | * | 0.10 | 18,000 |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.010 | * | 0.00 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| (c) ALPHA ROAD Birchington 7am - 10pm Linear after 1st hour | | | | | | | | |
| | | Private motor cars | | | | | | 27,500 |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.60 | * | 0.10 | |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.010 | * | 0.00 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| (d) ALBION STREET, Broadstairs | | | | | | | | |
| | | Private motor cars | | | | | | 155,000 |
| 1st November to 31st March | | | | | | | | |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.60 | * | 0.10 | |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.010 | * | 0.00 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| 1st April to 31st October | | | | | | | | |
| 1.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.60 | * | 0.10 | |
| 0.03 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.01 | |
| 7.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.00 | * | 0.50 | |
| (e) STAFFORDSHIRE STREET, Ramsgate 7am - 10pm Linear after 1st hour | | | | | | | | |
| | | Private motor cars | | | | | | 174,600 |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| (f) ALBION ROAD, Birchington 7am - 10pm (Free on Saturdays) | | | | | | | | |
| | | Private motor cars | | | | | | 32,000 |
| 0.10 | * | First half hour | Discretionary | 11-Jun-12 | delete | * | | |
| 0.50 | | First hour | | | 0.60 | | 0.10 | |
| 0.40 | * | Per each 30 minutes up to 4 hours | Discretionary | 11-Jun-12 | 0.45 | * | 0.05 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 3.70 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.20 | * | 0.50 | |
| | | Private motor cars | | | | | | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | TRINITY SQUARE, Margate 7am - 10pm Linear after 1st hour | | | | | | 60,000 |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.0133 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| | | (g) MARINA ESPLANADE, Ramsgate 7am - 10pm Linear after 1st hour | | | | | | 12,500 |
| | | Private motor cars | | | | | | 6,000 |
| | | 1st November to 31st March | | | | | | 8,000 |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.60 | * | 0.10 | |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.010 | * | 0.00 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| | | 1st April to 31st October | | | | | | |
| 1.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.60 | * | 0.10 | |
| 0.03 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.01 | |
| 7.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.00 | * | 0.50 | |
| | | (h) LEOPOLD STREET MULTI STOREY CAR PARK, Ramsgate 7am - 10pm Linear after 1st hour | | | | | | 130,000 |
| | | Free on Saturdays | | | | | | |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| 2.50 | * | Hoteliers Charge (bulk purchase) - 24 hour ticket | Discretionary | 11-Jun-12 | 3.00 | * | 0.50 | |
| | | (i) MILL LANE CAR PARK, Margate 7am-7pm (Free on Saturdays) Linear after 1st hour | | | | | | 42,000 |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 7.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| | | (j) QUEEN STREET/ELMS AVENUE, Ramsgate; ALBION PLACE, Ramsgate 7am - 10 pm | | | | | | 13,000 |
| | | Linear after 1st hour | | | | | | 12,000 |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.01 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| | | (k) CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour | | | | | | 40,000 |
| | | Private motor cars | | | | | | |
| | | 1st November to 31st March | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |
| | | 1st April to 31st October | | | | | | |
| 1.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.60 | * | 0.10 | |
| 0.025 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.01 | |
| 7.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.00 | * | 0.50 | |

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| £ | | | | | £ | | £ | £ |
| | | (l) VERE ROAD, Broadstairs 7am - 10pm (Free on Saturdays) Linear after 1st hour | | | | | | 23,000 |
| | | Private motor cars | | | | | | |
| | | 1st November to 31st March | | | Same All Year | | | |
| 0.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.40 | |
| 0.012 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 2.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | | 2.00 | |
| | | 1st April to 31st October | | | | | 0.00 | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.01 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | | 0.50 | |
| | | (m) DREAMLAND, Margate 7am-10pm Linear after 1st hour | | | | | | |
| | | Private motor cars | | | | | | |
| | | 1st November to 31st March | | | Same All Year | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.60 | * | 0.80 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.02 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.00 | * | 4.00 | |
| | | 1st April to 31st October | | | | | | |
| 1.50 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.60 | * | 0.10 | |
| 0.025 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.01 | |
| 7.50 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.00 | * | 0.50 | |
| | | SHORT TERM | | | | | | |
| | | (a) CAVENDISH STREET, Ramsgate; MEETING STREET, Ramsgate 7am -10pm | | | | | | 43,000 |
| | | Linear after 1st hour | | | | | | |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 2 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 3 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 3.20 | * | 3 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.60 | * | 0.40 | 35,000 |
| | | (b) MARKET STREET, Margate 7am - 10pm Linear after 1st hour | | | | | | 72,000 |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 2 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 3 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 3.20 | * | 3 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.60 | * | 0.40 | |
| | | (c) CROFT'S PLACE, Broadstairs 7am - 10pm Linear after 1st hour | | | | | | 50,000 |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 2 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 3 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 3.20 | * | 3 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 3.60 | * | 0.40 | |
| | | SEASONAL PAY AND DISPLAY | | | | | | |
| | | (a) MINNIS BAY, Birchington; ST. MILDRED'S BAY, Westgate, 7am - 10pm | | | | | | 10,000 |
| | | Linear after 1st hour | | | | | | 250 |
| | | Summer Season 1 April to 31 October | | | | | | |
| | | Private motor cars | | | | | | |
| 0.80 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 0.90 | * | 0.10 | |
| 0.013 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.020 | * | 0.01 | |
| 4.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 4.50 | * | 0.50 | |

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| £ | | | | | £ | | £ | £ |
| | | (b) JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour Summer Season 1 April to 31 October | | | | | | 40,000 |
| | | Private motor cars | | | | | | |
| 1.60 | * | Per hour up to 4 hours | Discretionary | 11-Jun-12 | 1.70 | * | 0.10 | |
| 0.027 | * | each minute between 1 hour and 5 hours | Discretionary | 11-Jun-12 | 0.030 | * | 0.00 | |
| 8.00 | * | Over 5 hours (until 10.00 pm) | Discretionary | 11-Jun-12 | 8.50 | * | 0.50 | |
| | | | | | | | | |
| | | COACH PARKING | | | | | | |
| | | (a) VERE ROAD, Broadstairs; DREAMLAND, Margate 7am- 10pm Summer Season 1 April to 31 October | | | | | | |
| 8.00 | * | Up to 4 hours | Discretionary | 1-Apr-14 | 8.00 | * | 0.00 | |
| 15.00 | * | Over 4 hours and up to 15 hours (until 10.00 pm) | Discretionary | 1-Apr-14 | 15.00 | * | 0.00 | |
| | | Off Season 1st November- to 31 March | | | | | | |
| 7.00 | * | Per entry (up to 15 hour stay) | Discretionary | 1-Apr-14 | 7.00 | * | 0.00 | |
| | | | | | | | | |
| | | (b) JOSS BAY, Broadstairs; MINNIS BAY, Birchington 7am - 10pm Summer Season 1 April to 31 October | | | | | | |
| 8.00 | * | Up to 4 hours | Discretionary | 1-Apr-14 | 8.00 | * | 0.00 | |
| 15.00 | * | Over 4 hours and up to 15 hours (until 10.00 pm) | Discretionary | 1-Apr-14 | 15.00 | * | 0.00 | |
| | | | | | | | | |
| | | (c) VERE ROAD, Broadstairs 7am - 10pm Up to 30 minutes (dropping off/picking up) | Discretionary | New | 1.00 | * | 1.00 | |
| | | | | | | | | |
| | | HGV's | | | | | | |
| | | VERE ROAD, Broadstairs; MINNIS BAY, Birchington 7am - 10pm Summer Season 1 April to 31 October | | | | | | |
| 8.00 | * | Up to 4 hours | Discretionary | 1-Apr-14 | 8.00 | * | 0.00 | |
| 15.00 | * | Over 4 hours and up to 15 hours (until 10.00 pm) | Discretionary | 1-Apr-14 | 15.00 | * | 0.00 | |
| | | | | | | | | |
| | | SEASON TICKETS | | | | | | 98,400 |
| | | (a) Annual | | | | | | |
| 600.00 | * | All Car Parks | Discretionary | 1-Apr-14 | 600.00 | * | 0.00 | |
| 400.00 | * | All long term car parks only | Discretionary | 1-Apr-14 | 450.00 | * | 50.00 | |
| 300.00 | * | Selected Car Parks | Discretionary | 1-Apr-14 | 350.00 | * | 50.00 | |
| | | | | | | | | |
| | | (b) Half Year | | | | | | |
| 350.00 | * | All Car Parks | Discretionary | 1-Apr-14 | 360.00 | * | 10.00 | |
| 250.00 | * | All long term car parks only | Discretionary | 1-Apr-14 | 275.00 | * | 25.00 | |
| 190.00 | * | Selected Car Parks | Discretionary | 1-Apr-14 | 200.00 | * | 10.00 | |
| | | | | | | | | |
| | | (c) Monthly | | | | | | |
| 70.00 | * | All Car Parks | Discretionary | 1-Apr-08 | 70.00 | * | 0.00 | |
| 60.00 | * | All long term car parks only | Discretionary | 1-Apr-08 | 60.00 | * | 0.00 | |
| 50.00 | * | Selected Car Parks | Discretionary | 1-Apr-14 | 50.00 | * | 0.00 | |
| | | | | | | | | |

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|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 40.00 | * | (d) Weekly All Car Parks | Discretionary | 1-Apr-14 | 40.00 | * | 0.00 | 1,100 |
| 50.00 | * | (e) Weekly Coach Summer Season 1 April to 31 October Vere Road, Joss Bay, Minnis Bay | Discretionary | 11-Jun-12 | 50.00 | * | 0.00 | |
| 25.00 | * | Off Season 1st November- to 31 March Vere Road | Discretionary | 11-Jun-12 | 25.00 | * | 0.00 | |
| 25.00 | * | Replacement Discs | Discretionary | 11-Jun-15 | 25.00 | * | 0.00 | |
| | | Change of Registration | Discretionary | New | 5.00 | | 5.00 | 500 |
| | | FIXED PENALTY FINE - OFF STREET (Fixed by Central Government) | | | | | | 73,200 |
| 70.00 | | (a) Higher level penalty charge | Statutory | 1-Apr-08 | 70.00 | | 0.00 | |
| 35.00 | | (b) Higher level penalty charge - Payment within fourteen days | Statutory | 1-Apr-08 | 35.00 | | 0.00 | |
| 50.00 | | (c) Lower level penalty charge | Statutory | 1-Apr-08 | 50.00 | | 0.00 | |
| 25.00 | | (d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008 | Statutory | 1-Apr-08 | 25.00 | | 0.00 | |
| | | DISTRICT HIGHWAYS ACTIVITIES | | | | | | |
| 100.00 | | ROAD CLOSURES (Street Fairs) | Discretionary | 11-Jun-12 | 100.00 | | 0.00 | 2,600 |
| | | CREMATORIUM | | | | | | |
| | | CREMATION FEE | | | | | | |
| 15.00 | | Non-viable babies | S | 1-Apr-12 | 15.00 | | 0.00 | |
| 15.00 | | Stillborn child or age less than one month | S | 1-Apr-12 | 15.00 | | 0.00 | |
| 50.00 | | Child - one month but less than 12 years | S | 1-Apr-12 | 50.00 | | 0.00 | |
| 235.00 | | Person 12-18 years | S | 1-Apr-14 | 235.00 | | 0.00 | |
| 565.00 | | Person over 18 years | | 1-Apr-15 | 580.00 | | 15.00 | 860,000 |
| | | The cremation fee includes :- | | | | | | |
| | | (a) The use of chapel for 25 minute service, waiting room, recorded music for opening and closing voluntaries, all attendance after coffin is placed on catafalque by the funeral director. | | | | | | |
| | | Note: Use of chapel in excess of 25 minutes will be charged extra -see item (n) under Additional Charges below | | | | | | |
| | | (b) Supply of card container for release | | | | | | |
| | | (c) Scattering of ashes in crematorium grounds | | | | | | |
| 25.00 | | Authorisation of Statutory Documentation | S | 1-Apr-10 | 25.00 | | 0.00 | 37,870 |
| 100.00 | | Environmental Surcharge (additional to adult cremation fee and full cemetery burial-per adult cremation and full burial) | S | 1-Apr-11 | 100.00 | | 0.00 | 151,500 |
| | | ADDITIONAL CHARGES | | | | | | |
| at cost + 30% +VAT | | Forwarding ashes within Great Britain (including postage, packing & approved container) | D | | at cost + 30% +VAT | | | |

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|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 80.00 | | Disposal of ashes from other crematoria (for scatter or auger plot) | D | 1-Apr-15 | 90.00 | | 10.00 | 5,400 |
| 20.00 | | Search fee | D | 1-Apr-12 | 20.00 | * | 0.00 | 1,000 |
| | | Garden of rest | | | | | | |
| 295.00 | | (1) (a) Exclusive right of plot for the interment of ashes in caskets or urns | D | 1-Apr-15 | 325.00 | | 30.00 | 24,950 |
| 40.00 | | (b) Assignment of EROB (in accordance with Probate) | D | 1-Apr-15 | 40.00 | | 0.00 | 400 |
| 50.00 | | (c) Assignment of EROB (additional transfer after Probate) | D | 1-Apr-15 | 50.00 | | 0.00 | 500 |
| 60.00 | | (d) Assignment of EROB (with Statutory Declaration) | | 1-Apr-15 | 60.00 | | 0.00 | |
| 130.00 | | (2) Interment of ashes in caskets or urns | D | 1-Apr-15 | 145.00 | | 15.00 | 23,000 |
| 145.00 | | (3) Interment of ashes in caskets or urns from other crematoria | D | 1-Apr-15 | 155.00 | | 10.00 | |
| 120.00 | | (4) Garden of Rest Memorial | D | 1-Apr-15 | 120.00 | | 0.00 | 8,400 |
| 60.00 | | (5) Additional Inscription, Vase or Memorial under 12" tall (GoR) | D | 1-Apr-15 | 60.00 | | 0.00 | 5,000 |
| 25.00 | | (6) Memorial Inspection Fee (Applicable to all memorial applications) | D | 1-Apr-15 | 25.00 | | 0.00 | 1,300 |
| 10.00 | | (7) Supply of number stone | D | 1-Apr-11 | 15.00 | * | 5.00 | 720 |
| | | Copy of Deed of EROB | D | New | 20.00 | | | 300 |
| | | Lawns Walk Ashes Burial | D | New | 180.00 | | | 1,800 |
| 70.00 | | Auger Plot - interment of ashes | D | 1-Apr-15 | 85.00 | | 15.00 | 12,000 |
| | | Inscription in books of remembrance | | | | | | |
| 48.00 | | (1) Two lines | D | 1-Apr-14 | 48.00 | * | 0.00 | 14,000 |
| 24.00 | | (2) Each additional line | D | 1-Apr-14 | 24.00 | * | 0.00 | |
| | | Memorial plaques | | | | | | 4,800 |
| 180.00 | | (1) Lease wall space for 5 years | D | 1-Apr-13 | 180.00 | | 0.00 | 5,500 |
| 45.00 | | (2) Existing plaque - renewal per ONE year | D | 1-Apr-14 | 45.00 | | 0.00 | |
| 75.00 | | Miniature books of remembrance | | 1-Apr-14 | 75.00 | * | 0.00 | 200 |
| 25.00 | | Memorial cards (folded) | D | 1-Apr-11 | 25.00 | * | 0.00 | |
| 25.00 | | Memorial cards (unfolded) | D | 1-Apr-11 | 25.00 | * | 0.00 | 200 |
| 19.00 | | Photographic Images in miniature books or folded memorial cards per order | | | 19.00 | | 0.00 | |
| 7.00 | | plus for each print | | | 7.00 | | 0.00 | |
| 35.00 | | Floral illustration | D | 1-Apr-11 | 35.00 | * | 0.00 | |
| 50.00 | | All other illustrations (badges, crests etc.) | D | 1-Apr-11 | 50.00 | * | 0.00 | |
| 100.00 | | Use of chapel for private memorial service - max 25 minutes (Note: Also applies to use of chapel for extra time (i.e.in excess of 25 minutes covered by Cremation fee) | D | 1-Apr-11 | 100.00 | * | 0.00 | |
| 30.00 | | Hymn book dedication | D | 1-Apr-11 | 30.00 | * | 0.00 | |
| 15.00 | | Bearers fee | D | 1-Apr-11 | 15.00 | | 0.00 | 600 |

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| £ | | | | | £ | | £ | £ |
| | | (k) Memorial Fees | | | | | | |
| 150.00 | | (1) Cemetery Headstone Memorial (Adult) | D | 1-Apr-15 | 150.00 | | 0.00 | 10,000 |
| 240.00 | | (2) Kerb Surrond - single (Adult) | D | 1-Apr-15 | 240.00 | | 0.00 | 8,000 |
| 360.00 | | (3) Kerb Surrond - double (Adult) | D | 1-Apr-15 | 360.00 | | 0.00 | 1,800 |
| 120.00 | | (4) Cemetery Headstone Memorial (Child's) | D | 1-Apr-15 | 120.00 | | 0.00 | 1,200 |
| 120.00 | | (5) Kerb Surround (Child's) | D | 1-Apr-15 | 120.00 | | 0.00 | 600 |
| 60.00 | | (6) Additional Inscription, Vase or Memorial under 12" tall | D | 1-Apr-15 | 60.00 | | 0.00 | 480 |
| 25.00 | | (7) Memorial Inspection Fee | D | 1-Apr-15 | 25.00 | | 0.00 | 6,000 |
| 10.00 | | (l) Number stones | D | 1-Apr-11 | 15.00 | | 5.00 | 1,200 |
| 360.00 | | (n) Memorial Bench Plaque (when available) - Lease of space for 5 years | D | 1-Apr-14 | 500.00 | | 140.00 | 530 |
| | | REFUSE COLLECTION | | | | | | |
| | | BULKY WASTE COLLECTIONS | | | | | | |
| 25.00 | | Minimum charge including collection of up to 3 items or up to 10 black sacks of household waste | | | 25.00 | | 0.00 | 17,940 |
| 35.00 | | 4 or 5 items or up to 15 black sacks of household waste | | | 35.00 | | 0.00 | |
| 27.50 | | Fridge Freezers | | 1-Apr-15 | 27.50 | | 0.00 | 2,560 |
| 27.50 | | Three piece suite/ large furniture item | | | 27.50 | | 0.00 | |
| | | All collections made on a number of items basis, no discounts offered for half or full loads. | | | | | | |
| | | All collections priced as to be made from the ground floor at the front of property. | | | | | | |
| 15.00 | | Rear of property or from within the property collections will be provided at additional cost - maximum 3 items. | | 1-Apr-13 | | | -15.00 | |
| | | ALLOTMENTS | | | | | | |
| 4.38 | | 25sq metres, per annum (Payable on 1st October) | | 1-Apr-15 | 6.13 | | 1.75 | 20,000 |
| 27.18 | | Minimum charge per plot | | 1-Apr-15 | 40.00 | | 12.82 | |
| 1.00 | | Water charge per 25 sq meters | | | 1.00 | | 0.00 | |
| | | LITTERING | | | | | | |
| 80.00 | | Of public places | statutory | 1-Apr-07 | 80.00 | | 0.00 | 200.00 |
| | | GRAFFITI | | | | | | |
| 75.00 | | Of public places | statutory | 1-Apr-11 | 75.00 | | 0.00 | |
| 50.00 | | Early Payment (Within 10 days) | statutory | 1-Apr-11 | 50.00 | | 0.00 | |
| | | STRAY DOGS | | | | | | |
| 25.00 | | Stray dog collection | statutory | | 25.00 | | 0.00 | 2,000.00 |
| 10.50 | | Kennelling Fees per day in kennels | | | 10.50 | | 0.00 | |

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|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | DOG FOULING | | | | | | |
| 80.00 | | Fouling the highways and public places | statutory | | 80.00 | | 0.00 | 100.00 |
| 80.00 | | Dog exclusion from designated beaches | statutory | | 80.00 | | 0.00 | |
| 60.00 | | Early payment within 7 days | statutory | | 60.00 | | 0.00 | |
| | | WASTE NOTICES | | | | | | 1,000.00 |
| 80.00 | | Failure to comply with a waste receptacles notice | statutory | | 80.00 | | 0.00 | |
| 60.00 | | early payment (within 7 days) | statutory | | 60.00 | | 0.00 | |
| 300.00 | | Failure to produce waste documents | statutory | | 300.00 | | 0.00 | |
| 200.00 | | early payment (within 7 days) | statutory | | 200.00 | | 0.00 | |
| 300.00 | | Failure to produce authority to transport waste | statutory | | 300.00 | | 0.00 | |
| 200.00 | | early payment (within 7 days) | statutory | | 200.00 | | 0.00 | |
| | | BROADSTAIRS HARBOUR | | | | | | |
| | | (1) COMMERCIAL VESSELS | | | | | | |
| | | (a) Consent to lay moorings per annum or part thereof | | | | | | |
| 140.00 | * | Annual | | 1-Apr-13 | 140.00 | * | 0.00 | |
| 100.00 | * | Summer (April to September inclusive) | | 1-Apr-10 | 100.00 | * | 0.00 | |
| 65.00 | * | Winter (October to March inclusive) | | 1-Apr-10 | 65.00 | * | 0.00 | |
| 3.10 | * | (b) Harbour charges - per metre per week or part thereof | | 1-Apr-10 | 3.10 | * | 0.00 | |
| | | (2) PLEASURE VESSELS - permanent | | | | | | |
| | | (a) Consent to lay moorings per annum or part thereof | | | | | | |
| 140.00 | * | Annual | | 1-Apr-11 | 140.00 | * | 0.00 | 1,680 |
| 105.00 | * | Summer (April to September inclusive) | | 1-Apr-11 | 105.00 | * | 0.00 | |
| 70.00 | * | Winter (October to March inclusive) | | 1-Apr-11 | 70.00 | * | 0.00 | |
| | | (b) Harbour charges | | | | | | |
| 160.00 | * | Annual | | 1-Apr-11 | 160.00 | * | 0.00 | 1,920 |
| 130.00 | * | Summer (April to September inclusive) | | 1-Apr-11 | 130.00 | * | 0.00 | |
| 85.00 | * | Winter (October to March inclusive) | | 1-Apr-11 | 85.00 | * | 0.00 | |

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|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | (5) CAR PARK | | | | | | 48,000 |
| | | 1 November - 31 March | | | | | | |
| 0.60 | | Up to 1 hour | | | 1.00 | | 0.40 | |
| 1.20 | | Up to 2 hours | | | 2.00 | | 0.80 | |
| | | Up to 3 hours | | | 3.00 | | 3.00 | |
| | | Up to 4 hours | | | 4.00 | | 4.00 | |
| | | Over 5 hours and up to 15 hours (until 10pm) | | | 5.00 | | 5.00 | |
| 0.60 | | Per hour upto 4 hours | | 1-Apr-14 | | | | |
| 3.00 | | Over 4 hours (until 10.00pm) | | 1-Apr-14 | | | | |
| | | 1 April - 31st October | | | | | | |
| | | Up to 1 hour | | | 2.00 | | 0.20 | |
| 1.80 | | Up to 2 hours | | | 4.00 | | 0.40 | |
| 3.60 | | Up to 3 hours | | | 6.00 | | 0.60 | |
| 5.40 | | Up to 4 hours | | | 8.00 | | 0.80 | |
| 7.20 | | Over 5 hours and up to 15 hours (until 10pm) | | | 10.00 | | 1.00 | |
| 9.00 | | Per hour upto 4 hours | | 1-Apr-14 | | | | |
| 1.80 | | Over 4 hours (until 10.00pm) | | 1-Apr-14 | | | | |
| 9.00 | | | | | | | | |
| 103.00 | * | Parking permit (Moorings & Stallholders only) | | 1-Apr-14 | 110.00 | * | 7.00 | 3,500 |
| 550.00 | * | Residents permits - Annual | | 1-Apr-14 | 550.00 | * | | |
| | | FIXED PENALTY FINE - OFF STREET | | | | | | 2,500 |
| | | (Fixed by Central Government) | | | | | | |
| 70.00 | | (a) Higher level penalty charge | statutory | 1-Apr-08 | 70.00 | | 0.00 | |
| 35.00 | | (b) Higher level penalty charge - Payment within fourteen days | statutory | 1-Apr-08 | 35.00 | | 0.00 | |
| 50.00 | | (c) Lower level penalty charge | statutory | 1-Apr-08 | 50.00 | | 0.00 | |
| 25.00 | | (d) Lower level penalty charge - Payment within fourteen days | statutory | 1-Apr-08 | 25.00 | | 0.00 | |
| | | With effect from 31st March 2008 | | | | | | |
| | | (6) SAND REMOVAL | | | | | | |
| | | Only by prior arrangement with Broadstairs Harbour Office | | | | | | |
| 25.00 | * | Per tonne or part thereof | | 1-Apr-14 | 25.00 | * | 0.00 | 150 |
| 25.00 | * | Minimum charge | | 1-Apr-14 | 25.00 | * | 0.00 | |
| | | (7) INTEREST | | | | | | |
| | | Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days | | | | | | |
| | | | | | | | | |
| | | MARGATE HARBOUR | | | | | | |
| | | (1) COMMERCIAL VESSELS | | | | | | |
| | | (a) Consent to lay moorings per annum or part thereof | | | | | | 140 |
| 140.00 | * | Annual | | 1-Apr-13 | 140.00 | * | 0.00 | |
| 100.00 | * | Summer (April to September inclusive) | | 1-Apr-10 | 100.00 | * | 0.00 | |
| 65.00 | * | Winter (October to March inclusive) | | 1-Apr-14 | 65.00 | * | 0.00 | |
| 3.10 | * | (b) Harbour charges - per metre per week or part thereof | | 1-Apr-10 | 3.10 | * | 0.00 | 1,450 |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|----------------------------------|
| £ | | | | | £ | | £ | £ |
| | | (2) PLEASURE VESSELS - permanent | | | | | | |
| | | (a) Consent to lay moorings per annum or part thereof | | | | | | |
| 140.00 | * | Annual | | 1-Apr-11 | 140.00 | * | 0.00 | 1,540 |
| 105.00 | * | Summer (April to September inclusive) | | 1-Apr-11 | 105.00 | * | 0.00 | |
| 70.00 | * | Winter (October to March inclusive) | | 1-Apr-11 | 70.00 | * | 0.00 | |
| | | (b) Harbour charges | | | | | | |
| 160.00 | * | Annual | | 1-Apr-11 | 160.00 | * | 0.00 | 1,760 |
| 130.00 | * | Summer (April to September inclusive) | | 1-Apr-11 | 130.00 | * | 0.00 | |
| 85.00 | * | Winter (October to March inclusive) | | 1-Apr-11 | 85.00 | * | 0.00 | |
| | | (5) INTEREST | | | | | | |
| | | Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days | | | | | | |
| | | RAMSGATE HARBOUR - LEISURE | | | | | | |
| | | (1) PERMANENT BERTHS | | | | | | |
| | | Vessel Lengths - fractions of a metre of 0.5 and above are rounded up. Signed Vessel Mooring Licence required. | | | | | | |
| | | (a) Inner Marina | | | | | | |
| 275.40 | * | Annual - per metre | Discretionary | 1-Apr-15 | 275.40 | * | 0.00 | 435,140 |
| 270.00 | | 2% Discount if paid in full before 1st May | Discretionary | | 269.89 | | -0.11 | 127,290 |
| | | 5% Discount for vessels over 20 metres who pay in full before 1st May | | | | | | |
| 217.20 | * | Summer (April to September inclusive) - per metre - inch car park only** | Discretionary | 1-Apr-15 | 217.20 | * | 0.00 | 12,500 |
| | | **Minimum 4 months or visitor rate applies. | | | | | | |
| 123.48 | * | Winter (October to March inclusive) - per metre - inch car park only** | Discretionary | 1-Apr-15 | 123.48 | * | 0.00 | 26,130 |
| | | **Minimum 4 months or visitor rate applies. | | | | | | |
| 1639.00 | * | Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- [existing customers only] | Discretionary | 1-Apr-15 | 1639.00 | * | 0.00 | 4,000 |
| | | (b) Western Outer Marina | | | | | | |
| 302.58 | * | (1) Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply. | Discretionary | 1-Apr-15 | 302.58 | * | 0.00 | 98,610 |
| 296.64 | | 2% Discount if paid in full before 1st May | Discretionary | | 296.64 | | 0.00 | 40,420 |
| 32290.00 | * | (2) Customs berth - Outer Western Marina | Discretionary | | 33258.70 | * | 968.70 | 27,710 |
| | | (c) Ancillary Services | | | | | | |
| | | (1) Electricity - Inner Marina - subject to availability | | | | | | |
| | | Metered supplies | | | | | | |
| 100.00 | | Metered Lead - Refundable Deposit | Discretionary | 1-Apr-12 | 100.00 | | 0.00 | |
| 100.00 | | Additional surcharge if lead is not returned | Discretionary | 1-Apr-12 | 100.00 | | 0.00 | |
| 119.60 | * | Annual Standing charge | Discretionary | 1-Apr-15 | 122.00 | | 2.40 | 19,360 |
| | * | Charge per kWh - subject to electricity market | | | | * | | 15,890 |
| | | Ad hoc use by those not paying for electricity in other ways - subject to market | | | | | | |
| 6.82 | * | Per day or part thereof | Discretionary | 1-Apr-15 | 7.00 | * | 0.18 | |
| 34.54 | * | Per week | Discretionary | 1-Apr-15 | 35.58 | * | 1.04 | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE £ | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|------------------|---------------------------------------|
| £ 12.80 | * | (2) Fobs - each | Discretionary | 1-Apr-15 | 13.00 | * | 0.20 | 1,000 |
| | | (3) Fuel Transfer Charge - all vessels - 24 hour notice and Harbour Master approval required | | | | | | |
| 44.55 | | (4) Permission to bring tanker onto Harbour property (VAT exempt) - Per Vessel per Bunkering - 24 notice and Harbour Master approval required | Discretionary | 1-Apr-15 | 45.90 | | 1.35 | 140 |
| | | | | | | | | |
| | | (d) Outer Harbour - RSBOA Members Leisure Boats Only | | | | | | |
| 69.63 | * | Boats up to 8 metres - per month or part thereof - minimum 3 months | Discretionary | 1-Apr-15 | 71.72 | * | 2.09 | 60,000 |
| 1547.00 | * | Ramsgate Small Boat Owners Association - Annual Water Space Fee | Discretionary | 1-Apr-15 | 1593.41 | * | 46.41 | 1,330 |
| 42632.00 | * | Ramsgate Small Boat Owners Association - Additional Finger Moorings | Discretionary | 1-Apr-15 | 43910.96 | * | 1278.96 | 36,590 |
| | | | | | | | | |
| 24.10 | * | (e) Additional fee to change billing method at request of customer | Discretionary | 1-Apr-15 | 24.70 | * | 0.60 | |
| 24.10 | | Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance | | 1-Apr-15 | 24.70 | * | 0.60 | |
| | | | | | | | | |
| | | (2) INNER BASIN AND OUTER HARBOUR SLIPWAYS | | | | | | 50 |
| | | Boats irrespective of length (maximum weight 5 tonnes) | | | | | | |
| 37.30 | * | Non - Harbour users - per day per use | Discretionary | 1-Apr-15 | 38.25 | * | 0.95 | |
| 23.70 | * | Harbour users - per day per use | Discretionary | 1-Apr-15 | 24.30 | * | 0.60 | |
| | | | | | | | | |
| | | (3) VISITING PLEASURE CRAFT | | | | | | 209,100 |
| | | (1) Summer (April to September) including electricity (one lead only) per Metre of boat length per:- | | | | | | |
| 2.96 | * | 24 Hours or part thereof | Discretionary | 1-Apr-14 | 2.96 | * | 0.00 | |
| 17.03 | * | Week - part weeks at daily rate | Discretionary | 1-Apr-14 | 17.03 | * | 0.00 | |
| 59.47 | * | 28 Days - part 28 days on weekly / daily rates | Discretionary | 1-Apr-14 | 59.47 | * | 0.00 | |
| | | Winter (October to March) including electricity per Metre of boat length per:- | | | | | | |
| 2.45 | | 24 Hours or part thereof | Discretionary | 1-Apr-14 | 2.45 | * | 0.00 | |
| 14.38 | * | Week - part weeks at daily rate | Discretionary | 1-Apr-14 | 14.38 | * | 0.00 | |
| 44.88 | * | 28 Days - part 28 days on weekly / daily rates | Discretionary | 1-Apr-14 | 44.88 | * | 0.00 | |
| | * | Stays Less Than 4 Hours - 50% of daily rate | | | | | | |
| | | (2) Refuelling Only - No Charge - max stay 2 hours | | | | | | |
| | | (3) Block Bookings- visiting craft only - 5 or more boats paying one sum on daily rate only - 10% discount | | | | | | |
| | | (4) Training Vessels and Registered Charities - pay 75% of the Daily rate | | | | | | |
| | | (5) Multi hulled vessels 50% surcharge if using finger moorings only | | | | | | |
| 24.10 | * | (6) Additional Fee for visiting craft leaving Harbour without paying charges in full | Discretionary | 1-Apr-15 | 24.70 | * | 0.60 | |
| | | | | | | | | |
| | | | | | | | | |
| | | RAMSGATE HARBOUR - FACILITIES | | | | | | |
| | | | | | | | | |
| | | (1) BOAT LIFTING CHARGES | | | | | | 94,100 |
| | | (a) Boat Hoist max 40 tonnes, max beam 5.3m, over 20m length subject to approval | | | | | | |
| | | Charges per metre of boat length or part thereof :- | | | | | | |
| 21.43 | * | Lift Out - Wash - Transport to Boat Park | Discretionary | 1-Apr-15 | 21.43 | * | 0.00 | |
| 16.73 | * | Relaunch or lift onto trailer | Discretionary | 1-Apr-15 | 16.73 | * | 0.00 | |
| 13.91 | * | Lift Out, Wash, Return to water - one hour limit | Discretionary | 1-Apr-15 | 13.91 | * | 0.00 | |
| 9.30 | * | Blocking off | Discretionary | 1-Apr-15 | 9.30 | * | 0.00 | |
| 7.32 | * | Hold in slings - per 30 minutes or part thereof (subject to availability) | Discretionary | 1-Apr-15 | 7.32 | * | 0.00 | |
| 8.57 | * | Move vessel in park area | Discretionary | 1-Apr-15 | 8.79 | * | 0.22 | |
| 73.88 | * | Lift to clear fouled propeller(s) only - max 10 minutes - per lift | Discretionary | 1-Apr-15 | 75.72 | * | 1.84 | |
| | | (b) Boom Crane Lifting max 1 tonne | | | | | | |
| 11.50 | * | Mast Stepping and unstepping - per metre of boat length | Discretionary | 1-Apr-15 | 11.80 | * | 0.30 | |
| 74.54 | * | Engine Lift - per engine | Discretionary | 1-Apr-15 | 76.41 | * | 1.87 | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 53.32 | * | (c) Other Services Moving boat to/from marina berth from/to boat lift area | Discretionary | 1-Apr-15 | 54.65 | * | 1.33 | 76,870 |
| | | 16.30 Mon -Fri, 08.00-12.00 Sat, except bank holidays, all other times add 30% | | | | | | |
| 44.55 | | (d) Permission to bring crane not provided by Authority onto Harbour property (VAT exempt) | Discretionary | 1-Apr-15 | 45.89 | | 1.34 | |
| | | (2) BOAT PARKING - Per metre per week or part thereof | | | | | | |
| 6.59 | * | (a) Boat Park - Non-Resident Boat Owners | Discretionary | 1-Apr-15 | 6.59 | * | 0.00 | |
| 2.51 | * | (b) Boat Park - Resident Boat Owners (including Broadstairs and Margate - max 6 weeks) | Discretionary | 1-Apr-15 | 2.51 | * | 0.00 | |
| | | (c) Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge | | | | | | |
| 6.59 | * | Non-Resident Boat Owners | Discretionary | 1-Apr-14 | 6.59 | * | 0.00 | |
| 2.51 | * | Resident Boat Owners (including Broadstairs and Margate - max 6 weeks) | Discretionary | 1-Apr-15 | 2.51 | * | 0.00 | |
| 3.14 | * | (d) Under Cover Storage - subject to availability - per square metre per week or part thereof Minimum 10 square meters charge | Discretionary | 1-Apr-15 | 3.14 | * | 0.00 | |
| 63.25 | * | (e) Charge for cleaning boat park if left untidy - per man hour | Discretionary | 1-Apr-15 | 64.50 | * | 1.25 | |
| 8.57 | * | (3) BOAT TRAILER or CRADLE STORAGE - subject to availability - per trailer per week or part thereof | Discretionary | 1-Apr-15 | 8.85 | * | 0.28 | 3,480 |
| | | (4) HIRE OF FORKLIFT AND OPERATOR | | | | | | |
| | | (a) Hire of Forklift and Operator | | | | | | |
| | | (i) | | | | | | |
| 67.12 | * | Under 2.5 tonne first half hour or part thereof | Discretionary | 1-Apr-15 | 69.13 | * | 2.01 | |
| 33.46 | * | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 34.46 | * | 1.00 | |
| | | (ii) | | | | | | |
| 76.16 | | 6 tonne first half hour or part thereof | Discretionary | 1-Apr-15 | 78.45 | * | 2.29 | |
| 38.06 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 39.20 | * | 1.14 | |
| | | (iii) | | | | | | |
| 85.21 | * | 10 Tonne first half hour or part thereof | Discretionary | 1-Apr-15 | 87.76 | * | 2.55 | |
| 42.66 | * | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 43.94 | * | 1.28 | |
| 67.12 | * | (b) Hire of Forklift under 2.5 Tonne - per tonne or part thereof | Discretionary | 1-Apr-15 | 69.13 | * | 2.01 | |
| | | (c) Hire of Cherry Picker | | | | | | |
| 81.55 | * | first half hour or part thereof | Discretionary | 1-Apr-15 | 84.00 | * | 2.45 | |
| 38.06 | * | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 39.20 | * | 1.14 | |
| 380.56 | * | 7 hour day rate | Discretionary | 1-Apr-15 | 391.98 | * | 11.42 | |
| | | (d) Hire of Tugmaster / Maffi Truck | | | | * | | |
| | | Tugmaster | Discretionary | | | * | | |
| 85.21 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 87.76 | * | 2.55 | |
| 42.66 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 43.94 | * | 1.28 | |
| 56.46 | | Maffi Truck - per 24 hours | Discretionary | 1-Apr-15 | 58.15 | * | 1.69 | |
| | | (5) MARINA PUMP OUT FACILITY | | | | | | |
| 5.65 | | Per use subject to availability | Discretionary | 1-Apr-15 | 5.65 | * | 0.00 | |
| | | (6) DOCKMASTER CALLOUT CHARGE | | | | | | |
| 47.50 | | Per hour or part thereof | Discretionary | 1-Apr-15 | 48.50 | * | 1.00 | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|----------------------------------|
| £ | | | | | £ | | £ | £ |
| | | RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES) | | | | | | |
| | | These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964. | | | | | | |
| | | VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure) | | | | | | |
| | | Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in | | | | | | |
| 1.09 | * | (1) COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By | Discretionary | 1-Apr-15 | 1.09 | | 0.00 | |
| | | For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days. | | | | | 0.00 | |
| 6.27 | * | (2) COMMERCIAL VESSELS - Non-Resident Commercial Fishing Boats | | 1-Apr-15 | 6.27 | | 0.00 | |
| | | Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids | | | | | | |
| | | (3) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational | | | | | | |
| | | Including Navigation Aids and port Control | | | | | | 15,380 |
| 5.23 | | Per metre of length overall per 24 hours or part thereof | | 1-Apr-15 | 5.23 | | 0.00 | 26,500 |
| 26.14 | | Per metre of length overall per 7 days | | 1-Apr-15 | 26.14 | | 0.00 | |
| | | Annual Charges per Port Tariff | | | | | 0.00 | |
| | | Stays Less Than 4 Hours - 50% of daily rate | | New | | | 0.00 | |
| | | WORKBOATS - Resident in the port - Operational and non operational | | | | | 0.00 | |
| 366.36 | | Per metre of length overall per annum (excludes Port Control and Navigation Aids) | | 1-Apr-15 | 366.36 | | 0.00 | |
| 19.74 | | Port Control and Navigation Aids per arrival subject to maximum charge | | 1-Apr-15 | 20.25 | | 0.51 | |
| 7213.95 | | Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata | | 1-Apr-15 | 7394.30 | | 180.35 | |
| | | (4) COMMERCIAL FISHING BOATS - Resident at least 6 months (Operational or Non-Operational) | | | | | | |
| | | Vessels of 6 metres in length and over | | | | | | |
| 3.90 | * | Per metre of length overall per week or part thereof - plus 10% fish landing dues | | 1-Apr-15 | 3.90 | * | 0.00 | 41,000 |
| | | Vessels under 6 metres in length | | | | | | |
| 3.90 | * | Per metre of length overall per week or part thereof - no fish landing dues | | 1-Apr-15 | 3.90 | * | 0.00 | 4,610 |
| 189.78 | * | (5) ANGLING BOATS Licensed To Ply For Hire | | 1-Apr-15 | 189.78 | * | 0.00 | 29,010 |
| | | Per metre of overall length per annum (at least 6 months resident) | | | | | | |
| | | (6) WHARFAGE, CARGO HANDLING and STORAGE | | | | | | |
| | | (7) CONTAINER STORAGE - conditions apply - subject to availability | | | | | | |
| | | Harbour Users - per container per week or part thereof - minimum 2 weeks - no services | | | | | | |
| 27.20 | * | In 20ft Containers | | 1-Apr-15 | 27.88 | * | 0.68 | 21,500 |
| 42.10 | * | In 40ft Containers | | 1-Apr-15 | 43.15 | * | 1.05 | |
| | | (8) FUEL TRANSFER CHARGE - All Vessels | | | | | | |
| 44.55 | | Permission to bring tanker onto Harbour property | | 1-Apr-15 | 45.89 | | 1.34 | |
| 3.08 | | (9) FRESH WATER - per Tonne | | 1-Apr-15 | 3.08 | | 0.00 | 510 |
| 30.00 | | There is a minimum charge of £30 for water, over this will be charged at the tonnage rate | | 1-Apr-15 | 30.00 | | | |
| | | (10) CONTAINERS ON PONTOONS | | | | | | |
| 6.74 | | Charge for containers left on pontoons - per container per day | | 1-Apr-15 | 6.95 | * | 0.21 | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 25.00 | | (11) Tradesmen working in Harbour Area - Annual Permit to Work | Discretionary | 1-Apr-15 | 30.00 | | 5.00 | |
| | | Licence for non-resident tradesmen to work in harbour - subject to Insurance and Harbour | | | | | | |
| | | Master approval | | | | | | |
| 2.07 | | (12) Land hire within Royal Harbour | | 1-Apr-15 | 2.50 | | 0.43 | |
| | | per square metre, per week or part thereof | | | | | | |
| | | RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS | | | | | | |
| | | CAR PARKING - PIER YARD AND MILITARY ROAD PAY & DISPLAY | | | | | | |
| | | (a) Summer Rates (April to September): | | | | | | |
| 2.00 | * | Up to 1 hour | Discretionary | 1-Apr-12 | 2.10 | * | 0.10 | 27,000 |
| 4.90 | * | Up to 4 hours | Discretionary | 1-Apr-12 | 5.10 | * | 0.20 | 28,000 |
| 6.40 | * | Up to 8 hours | Discretionary | 1-Apr-12 | 6.80 | * | 0.40 | |
| 8.10 | * | Up to 12 hours | Discretionary | 1-Apr-12 | 8.90 | * | 0.80 | |
| 14.20 | * | Up to 24 hours | Discretionary | 1-Apr-12 | 15.00 | * | 0.80 | |
| | | (b) Winter Rates (October to March) | | | | | | |
| 1.00 | * | Up to 1 hour | Discretionary | 1-Apr-07 | 1.10 | * | 0.10 | |
| 3.00 | * | Up to 4 hours | Discretionary | 1-Apr-12 | 3.20 | * | 0.20 | |
| 4.00 | * | Up to 8 hours | Discretionary | 1-Apr-12 | 4.40 | * | 0.40 | |
| 4.90 | * | Up to 12 hours | Discretionary | 1-Apr-12 | 5.50 | * | 0.60 | |
| 8.90 | * | Up to 24 hours | Discretionary | 1-Apr-12 | 9.50 | * | 0.60 | |
| 998.40 | * | (c) Residents Parking in Pier Yard per annum | Discretionary | 1-Apr-12 | 1000.00 | * | 1.60 | 5,000 |
| | | CAR PARKING PERMITS | | | | | | 3,600 |
| 5.70 | * | Daily | Discretionary | 1-Apr-15 | 6.00 | * | 0.30 | |
| 10.50 | * | Weekend | Discretionary | 1-Apr-15 | 11.00 | * | 0.50 | |
| 17.30 | * | Monday to Friday | Discretionary | 1-Apr-15 | 18.00 | * | 0.70 | |
| 17.30 | * | Friday to Monday | Discretionary | 1-Apr-15 | 18.00 | * | 0.70 | |
| 24.90 | * | Weekly (7days) | Discretionary | 1-Apr-15 | 26.00 | * | 1.10 | |
| 47.50 | * | Monthly (28 days) | Discretionary | 1-Apr-15 | 50.00 | * | 2.50 | |
| 129.50 | * | Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Harbour users) | Discretionary | 1-Apr-15 | 135.00 | * | 5.50 | 30,000 |
| 129.50 | * | Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Commercial) | Discretionary | 1-Apr-15 | 135.00 | * | 5.50 | 17,000 |
| 205.00 | | Crew parking (within Leopold Street Multi Storey Car Park) | Discretionary | 1-Apr-15 | 225.00 | | 20.00 | |
| 25.00 | | Administration charge for replacing lost permits | | 1-Apr-15 | 25.00 | | 0.00 | |
| | | Administration charge for changing registration no | | New | 5.00 | | | 250 |
| 17.50 | * | COACH PARKING - subject to availability - empty coaches only (no drop off facility) | | 1-Apr-13 | 18.00 | * | 0.50 | |
| | | Per 24 hours or part thereof | | | | | | |
| | | FIXED PENALTY FINE - OFF STREET | | | | | | 10,000 |
| | | (Fixed by Central Government) | | | | | | |
| 70.00 | | (a) Higher level penalty charge | statutory | 1-Apr-08 | 70.00 | | 0.00 | |
| 35.00 | | (b) Higher level penalty charge - Payment within fourteen days | statutory | 1-Apr-08 | 35.00 | | 0.00 | |
| 50.00 | | (c) Lower level penalty charge | statutory | 1-Apr-08 | 50.00 | | 0.00 | |
| 25.00 | | (d) Lower level penalty charge - Payment within fourteen days | statutory | 1-Apr-08 | 25.00 | | 0.00 | |
| | | With effect from 31st March 2008 | | | | | | |
| | | INTEREST | | | | | | |
| | | The Council reserves the right to charge interest at 2% above NatWest plc. base rate from the date of billing on any invoices | | | | | | |
| | | outstanding over 30 days | | | | | | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|----------------------------------|
| £ | | | | | £ | | £ | £ |
| | | PORT OF RAMSGATE | | | | | | |
| | | These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964. | | | | | | |
| | | (1) VESSELS | | | | | | |
| | | (a) Berthing Fees | | | | | | |
| 0.05 | | Conservancy* - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT) | Discretionary | 1-Apr-12 | 0.0533 | | 0.00 | |
| 108.47 | | VTS / Navigation Aids* - per arrival | Discretionary | 1-Apr-15 | 111.18 | | 2.71 | |
| 82.49 | | Tug subsidy per berthing vessels over 80m LOA | Discretionary | 1-Apr-14 | 84.55 | | 2.06 | |
| 0.91 | | Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours | Discretionary | 1-Apr-15 | 0.93 | | 0.02 | 9,250 |
| 226.14 | | (b) Berth - unscheduled layover - per 24 hours or part thereof after 4 hours | Discretionary | 1-Apr-15 | 231.80 | | 5.66 | |
| | | (c) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational | | | | | | |
| | | Including Port Control and Navigation Aids | | | | | | |
| 5.23 | | Per metre of length overall per 24 hours or part thereof | Discretionary | 1-Apr-15 | 5.23 | | 0.00 | |
| 26.14 | | Per metre of length overall per 7 days | Discretionary | 1-Apr-15 | 26.14 | | 0.00 | |
| | | Tug Boats - London Array | | | | | | 38,010 |
| | | (d) WORKBOATS - Resident in the port - Operational and non operational | | | | | | |
| 366.36 | | Per metre of length overall per annum (excludes Port Control and Navigation Aids) | Discretionary | 1-Apr-15 | 366.36 | | 0.00 | |
| 19.74 | | Port Control and Navigation Aids per arrival subject to maximum charge | Discretionary | 1-Apr-15 | 20.25 | | 0.51 | |
| 7213.95 | | Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata | Discretionary | 1-Apr-15 | 7394.30 | | 180.35 | |
| | | (e) Pilotage - see Ramsgate Harbour pilotage tariff | | | | | | |
| 40.46 | | (i) Vessels piloted to Ferry Terminal (per metre draft) | Discretionary | 1-Apr-15 | 41.47 | | 1.01 | 10,000 |
| 40.46 | | (ii) Vessels piloted to Royal Harbour (per metre draft) | Discretionary | 1-Apr-15 | 41.47 | | 1.01 | |
| 0.99 | | (iii) Additional charge for length: per metre over 20 metres length | Discretionary | 1-Apr-15 | 1.02 | | 0.03 | |
| 20.23 | | (iv) Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate | Discretionary | 1-Apr-15 | 20.74 | | 0.51 | |
| 20.23 | | (v) Vessels shifting berths within the Port - 50% of appropriate pilotage rate | Discretionary | 1-Apr-15 | 20.74 | | 0.51 | |
| 51.33 | | (vi) Charges for cancellation of Pilotage requirement if less than 3 hours notice given | Discretionary | 1-Apr-15 | 52.62 | | 1.29 | |
| | | (vii) Waiting time | | | | | | |
| | | under 30 mins | | | | | | |
| 20.73 | | 30 mins to 1 hour | Discretionary | 1-Apr-15 | 21.25 | | 0.52 | |
| 20.73 | | After 1 hour (per hour or part thereof) | Discretionary | 1-Apr-15 | 21.25 | | 0.52 | |
| 64.26 | | (viii) Additional charge for handling vessels using tugs | Discretionary | 1-Apr-15 | 65.86 | | 1.60 | |
| 64.26 | | (ix) Charge for issuing of Exemption Certificate | Discretionary | 1-Apr-15 | 65.86 | | 1.60 | |
| 183.59 | | (x) Charge for Pilotage Certificate Examination | Discretionary | 1-Apr-15 | 188.18 | | 4.59 | |
| 23.72 | | (xi) Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate | Discretionary | 1-Apr-15 | 24.32 | | 0.60 | |
| | | (xii) Charge to be made for vessels navigating with a pilot: | | | | | | |
| | | - vessels 20m to 100m | Discretionary | 1-Apr-15 | 247.36 | | 6.04 | 10,000 |
| 241.32 | | - vessels 100m to 120m | Discretionary | 1-Apr-15 | 289.82 | | 7.06 | |
| 282.76 | | - vessels 120m to 150m | Discretionary | 1-Apr-15 | 366.76 | | 8.95 | |
| 357.81 | | - vessels 150m to 175m | Discretionary | 1-Apr-15 | 425.07 | | 10.37 | |
| 414.70 | | (xiii) Additional Pilotage surcharge: | | | | | | |
| | | Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size | | | | | | |
| | | | | | | | | |
| 113.07 | | (f) Mooring - subject to prior arrangement | Discretionary | 1-Apr-15 | 115.90 | | 2.83 | |
| | | Use of Linesmen | | | | | | |
| 65.55 | | (g) Waste disposal - standard charge per vessel arrival- | Discretionary | 1-Apr-15 | 67.19 | | 1.64 | |
| | | per cubic metre or part thereof | | | | | | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|----------------------------------|
| £ | | | | | £ | | £ | £ |
| | | (2) TRAFFIC | | | | | | |
| 1.63 | | (a) Freight Drivers* - per unit | Discretionary | 1-Apr-15 | 1.67 | | 0.04 | |
| 1.63 | | (b) Additional Freight Passengers* - per unit | Discretionary | 1-Apr-15 | 1.67 | | 0.04 | |
| 8.15 | | (c) Accompanied Freight* - per unit | Discretionary | 1-Apr-15 | 8.36 | | 0.21 | |
| 5.00 | | (d) Unaccompanied Freight* - per unit | Discretionary | 1-Apr-15 | 5.12 | | 0.12 | |
| 1.52 | | (e) Trade Cars - per unit | Discretionary | 1-Apr-15 | 1.55 | | 0.03 | |
| 1.63 | | (f) Passengers - per unit | Discretionary | 1-Apr-15 | 1.67 | | 0.04 | |
| 3.69 | | (g) Cars, Light Vehicles, Caravans & Trailers - seating capacity 10 or less - accompanied - per unit | Discretionary | 1-Apr-15 | 3.78 | | 0.09 | |
| 24.46 | | (h) Coaches - vehicles with seating capacity over 10 | Discretionary | 1-Apr-15 | 25.08 | | 0.62 | |
| | | (3) OTHER CHARGES - subject to availability | | | | | | |
| | | (a) Tug Stand-by or Assistance | | | | | | |
| 915.86 | | | Discretionary | 1-Apr-15 | 938.75 | | 22.89 | |
| 457.93 | | per first hour or part thereof | Discretionary | 1-Apr-15 | 469.38 | | 11.45 | |
| 3.08 | | subsequent hours or part thereof | Discretionary | 1-Apr-15 | 3.08 | | 0.00 | 6,150 |
| 30.00 | | (b) Water - per tonne (metered) | Discretionary | 1-Apr-15 | 30.00 | | 0.00 | 500 |
| 24.46 | * | There is a minimum charge of £30 for water, over this will be charged at the tonnage rate | Discretionary | 1-Apr-15 | 25.00 | | 0.54 | |
| | | (c) Hire of Security Operative (including re detainees) - per man hour or part thereof | Discretionary | 1-Apr-15 | | | | |
| | | (d) Hire of Forklift and Operator | | | | | | |
| | | (i) Under 2.5 Tonne | Discretionary | | | | | |
| 55.93 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 57.61 | | 1.68 | |
| 27.88 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 28.72 | | 0.84 | |
| | | (ii) 6 tonne | | | | | | |
| 63.47 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 65.38 | | 1.91 | |
| 31.71 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 32.67 | | 0.96 | |
| | | (ii) 10 Tonne | | | | | | |
| 71.01 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 73.13 | | 2.12 | |
| 35.55 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 36.62 | | 1.07 | |
| 55.93 | | (e) Hire of Forklift* under 2.5 Tonne - per hour or part thereof | Discretionary | 1-Apr-15 | 57.61 | | 1.68 | 4,000 |
| | | (f) Hire of Cherry Picker | | | | | | |
| 67.96 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 70.00 | | 2.04 | |
| 31.71 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 32.67 | | 0.96 | |
| 317.14 | | 7 hour day rate | Discretionary | 1-Apr-15 | 326.65 | | 9.51 | |
| | | (g) Hire of Tugmaster / Maffi Truck | | | | | | |
| | | Tugmaster | | | | | | |
| 71.01 | | first half hour or part thereof | Discretionary | 1-Apr-15 | 73.13 | | 2.12 | |
| 35.55 | | per additional half hour or part thereof | Discretionary | 1-Apr-15 | 36.62 | | 1.07 | |
| 47.05 | | Maffi Truck - per 24 hours | Discretionary | 1-Apr-15 | 48.46 | | 1.41 | |
| 62.83 | | (h) Hire of Terminal Tractor* - per hour or part thereof | Discretionary | 1-Apr-15 | 64.71 | | 1.88 | |
| 39.57 | | (i) Port Technician - per hour or part thereof | Discretionary | 1-Apr-15 | 40.76 | | 1.19 | |
| | | Note; * Special agreements apply | | | | | | |
| | | (4) DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price) | | | | | | |
| | | (a) Accompanied Freight - per 24 hours or part thereof | | | | | | |
| 13.07 | * | Days 1 - 7 | Discretionary | 1-Apr-15 | 13.40 | * | 0.33 | |
| 26.14 | * | Days 8 and over | Discretionary | 1-Apr-15 | 26.79 | * | 0.65 | |
| | | (b) Unaccompanied Freight - per 24 hours or part thereof | | | | | | |
| 13.07 | * | Days 1 - 7 | Discretionary | 1-Apr-15 | 13.40 | * | 0.33 | |
| 26.14 | * | Days 8 and over | Discretionary | 1-Apr-15 | 26.79 | * | 0.65 | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|------------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | (5) TRUCK AND/OR TRAILER PARKING - subject to availability | | | | | | |
| 15.38 | * | Per 24 hours or part thereof | Discretionary | 1-Apr-15 | 15.76 | * | 0.38 | 7,000 |
| 16.40 | | Within passenger restricted area at the Port - 24 hours or part thereof | Discretionary | 1-Apr-15 | 16.81 | * | 0.41 | |
| | | (6) COACH PARKING - subject to availability - empty coaches only (no drop off facility) | | | | | | |
| 17.50 | * | Per 24 hours or part thereof | Discretionary | 1-Apr-15 | 18.00 | * | 0.50 | |
| | | (7) CAR PARKING | | | | | | |
| 5.70 | * | Daily | Discretionary | 1-Apr-15 | 6.00 | * | 0.30 | |
| 159.90 | * | Annual Permit - Port only (Pro rata) | Discretionary | 1-Apr-15 | 160.00 | * | 0.10 | |
| | | | | | | | 0.00 | |
| | | (8) LAND HIRE WITHIN SECURE PORT AREA | | | | | | |
| 2.07 | | per square metre, per week or part thereof | Discretionary | 1-Apr-15 | 2.50 | * | 0.43 | |
| | | (9) AGGREGATES | | | | | | |
| | | | | | delete | | | |
| | | | | | | | 0.00 | |
| | | | | | | | 0.00 | |
| | | ENVIRONMENTAL HEALTH SERVICES | | | | | 0.00 | |
| | | | | | | | 0.00 | |
| 85 + costs incurred | | Issue of unsound food certificate | | 1-Apr-11 | 85 + costs incurred | | | |
| | | Voluntary surrender of unsound food/insurance claims | | | | | | |
| 65.00 | | Issue of information to commercial organisations relating to previous land use, and other environmental information copies | | 1-Apr-14 | 75.00 | | 10.00 | 370 |
| 350.00 | | High Hedges Charge (For complaint requiring council investigation) | Statutory | Statutory | 350.00 | | 0.00 | |
| | | IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry) | | | | | | |
| | | Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday | | | | | | |
| | | Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays | | | | | | |
| | | These charges will apply whether a consignment is cleared or rejected. | | | | | | |
| | | These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose. | | | | | | |
| 60.00 | | Document Check | | 1-Apr-14 | 60.00 | | 0.00 | |
| 160.00 | | Document, physical and sampling check | | | 160.00 | | 0.00 | |
| 290.00 | | Laboratory fees for sampling (set by lab) | | | 290.00 | | 0.00 | |
| 110.00 | | Additional charge for Saturday service | | | 110.00 | | 0.00 | |
| | | Organic Produce Inspection Charges | | | | | | |
| 45.00 | | Organic Product Release Notice | Statutory | | 45.00 | | 0.00 | |

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|-------------------------|------------------|---|-----------------------------|----------------------|-----------------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | Export certificate (Foods) | | 1-Apr-11 | | | | |
| 75 | | Basic Food Hygiene Training | | 1-Apr-15 | 60.00 | | -15.00 | |
| | | ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION | | | | | | |
| | | fees are set nationally by Government- details available on request | | | | | | |
| Statutory | | (a) Initial application fee (Standard) | Statutory | Statutory | Statutory | | | 9,000 |
| Statutory | | (b) Substantial Changes Fee (Standard) | Statutory | Statutory | Statutory | | | |
| Statutory | | (c) Substantial Changes Fee (Section 10 & 11) | Statutory | Statutory | Statutory | | | |
| Statutory | | (d) Annual Subsistence Charge (Standard) | Statutory | Statutory | Statutory | | | |
| | | ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE | | | | | | |
| officer time + travel | | callouts, alarms etc. - to be reclaimed from offender | | | officer time + travel | | | |
| Statutory | | PRIVATE WATER SUPPLIES (to max of) | | Statutory | Statutory | | | |
| Statutory | | a) Risk Assessments | Statutory | Statutory | Statutory | | | |
| Statutory | | b) Sampling (each visit) + analysis fees | Statutory | Statutory | Statutory | | | |
| Statutory | | c) Investigation | Statutory | Statutory | Statutory | | | |
| Statutory | | d) Granting an authorisation | Statutory | Statutory | Statutory | | | |
| Statutory | | e) Analysis under regulation 10 | Statutory | Statutory | Statutory | | | |
| Statutory | | f) Analysis during check monitoring | Statutory | Statutory | Statutory | | | |
| Statutory | | g) Analysis during audit monitoring | Statutory | Statutory | Statutory | | | |
| | | PUBLIC HEALTH FUNERALS | | | | | | |
| | | Investigation Fee for Public Health Funerals | Discretionary | New | 200.00 | | | |
| | | SAFER FOOD BETTER BUSINESS | | | | | | |
| 46.00 | | Onsite coaching - 2 hours | | 1-Apr-15 | 46.00 | * | 0.00 | |
| | | SMOKE FREE | | | | | | |
| | | a) Smoking in a smoke free place | statutory | Statutory | Statutory | | | |
| | | - reduced if paid within 15 days | statutory | Statutory | Statutory | | | |
| | | b) Failing to display no-smoking signs | statutory | Statutory | Statutory | | | |
| | | - reduced if paid within 15 days | statutory | Statutory | Statutory | | | |
| | | c) Failing to prevent smoking in a smokefree space - Court awarded fine | statutory | Statutory | Statutory | | | |
| | | ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE | | | | | | |
| per time + cost of work | | callouts, alarms etc. - to be reclaimed from offender | | | officer time + cost of work | | | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | (k) Private Hire Vehicle Driver's Licence - Annual | | | | | | |
| 164.00 | | Initial grant/late renewal | d | 1-Apr-15 | 167.00 | | 3.00 | 51,000 |
| 82.00 | | Prompt renewal | d | 1-Apr-15 | 83.00 | | 1.00 | |
| | | CRB Disclosure | | | | | | |
| 53.00 | | (l) Private Hire Vehicle Plate (Returnable Deposit) | d | 1-Apr-15 | 54.00 | | 1.00 | |
| | | (m) Hackney Carriage Vehicle Licence | | | | | | 25,500 |
| 320 + MOT | | Initial grant/late renewal (Full Year) | d | 1-Apr-15 | 325 + MOT | | | |
| 160 + MOT | | Initial grant (October to March) | d | 1-Apr-15 | 162 + MOT | | | |
| 236 + MOT | | Prompt renewal | d | 1-Apr-15 | 239 + MOT | | | |
| 100+ MOT | | Transfer from one vehicle to another | d | 1-Apr-15 | 101 + MOT | | | 4,170 |
| | | Vehicles adapted for disabled use - for first year only from 1 April 2001 | | | | | | |
| | | (n) Plates & Badges | | | | | | |
| 2.00 | | Drivers Identification badges | d | 1-Apr-15 | 2.00 | | 0.00 | 1,800 |
| 9.00 | | Replacement Private Hire Vehicle Plate | d | 1-Apr-15 | 10.00 | | 1.00 | |
| 17.00 | | Replacement Hackney Carriage Vehicle Plate | d | 1-Apr-15 | 18.00 | | 1.00 | |
| | | | | | | | 0.00 | |
| | | (o) Private Hire Vehicle Licence | | | | | | |
| 266 + MOT | | Initial grant/late renewal (Full Year) | d | 1-Apr-15 | 270 + MOT | | | 97,000 |
| 320 + MOT | | with meter | d | | 325 + MOT | | | |
| 133 + MOT | | Initial grant (December to May) | d | 1-Apr-15 | 135 + MOT | | | |
| 160 + MOT | | with meter | d | | 162 + MOT | | | |
| 193 + MOT | | Prompt renewal | d | 1-Apr-15 | 195 + MOT | | | |
| 236 + MOT | | with meter | d | | 195 + MOT | | | |
| | | | | | 239* + MOT | | | |
| 77 + MOT | | Transfer from one vehicle to another | d | 1-Apr-15 | 78 + MOT | | | 13,500 |
| 100 + MOT | | with meter | d | | 101 + MOT | | | |
| 84.00 | | (p) Advertising on Hackney Carriage Vehicles/Private Hire Vehicles | d | 1-Apr-15 | 85.00 | | 1.00 | 170 |
| | | (q) Scrap Metal Dealers | | | | | | |
| 487.00 | | Initial grant of Site licence | d | 1-Apr-15 | 492.00 | | 5.00 | 1,100 |
| 282.00 | | Initial grant of Collectors licence | d | 1-Apr-15 | 285.00 | | 3.00 | |
| 436.00 | | Renewal of Site licence | d | 1-Apr-15 | 440.00 | | 4.00 | |
| 282.00 | | Renewal of Collectors licence | d | 1-Apr-15 | 285.00 | | 3.00 | |
| 205.00 | | Variation Collector to Site licence | d | 1-Apr-15 | 208.00 | | 3.00 | |
| 62.00 | | Variation Site to Collector licence | d | 1-Apr-15 | 63.00 | | 1.00 | |
| 31.00 | | Variation (minor administrative, such as change of address) | d | 1-Apr-15 | 31.00 | | 0.00 | |

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|----------------------|------------------|---|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 48.40 | | Research of Planning History | | 1-Apr-11 | 48.40 | * | 0.00 | |
| 0.10 | | Photocopy official document, per page | | 1-Apr-08 | 0.10 | * | 0.00 | |
| 0.10 | | Tree Preservation Order copies per page | | 1-Apr-08 | 0.10 | | 0.00 | |
| 0.10 | * | Copy Plans A4 size per page | | 1-Apr-09 | 0.10 | * | 0.00 | |
| 0.20 | * | A3 size per page | | 1-Apr-09 | 0.20 | * | 0.00 | |
| 37.00 | | A1 size per page | | | 37.00 | * | 0.00 | |
| 37.00 | | A0 size per page | | | 37.00 | * | 0.00 | |
| 55.00 | | Local Plan New Local Plan | | 1-Apr-09 | 55.00 | | 0.00 | |
| | | BUILDING CONTROL | | | | | | |
| 27.00 | * | Building Regulation Approval Notice copies | | 1-Apr-15 | 27.00 | * | 0.00 | 500 |
| 59.00 | * | Written request for Building Control information (not pre application advice) Per enquiry letter answered | D | 1-Apr-15 | 59.00 | * | 0.00 | |
| 75.00 | * | Each site visit | D | 1-Apr-15 | 75.00 | * | 0.00 | |
| 59.00 | | Research of Building Regulation history (not pre application advice) | | 1-Apr-15 | 59.00 | | 0.00 | |
| 27.00 | * | Subsequent Approval Notice copies following research | D | 1-Apr-15 | 27.00 | * | 0.00 | |
| | | Building Regulation Fees | S S | | | | | 325,000 30,000 |
| | | PROPERTY SERVICES | | | | | | 20,000 |
| | | New Lettings | | | | | | |
| 100.00 | | Rental value less than £4,000 per annum | | 1-Apr-14 | 150.00 | | 50.00 | |
| 250.00 | | Rental value between £4,001 and £7,000 per annum | | 1-Apr-14 | 250.00 | | 0.00 | |
| 350.00 | | Rental value between £7,001 and £10,000 per annum | | 1-Apr-14 | 350.00 | | 0.00 | |
| 500.00 | | Rental value over £10,001 per annum | | 1-Apr-14 | 500.00 | | 0.00 | |
| 50.00 | | New Licences/TAWs - depending on status of the organisation Minimum | | 1-Apr-14 | 100.00 | | 50.00 | |
| 100.00 | | Maximum | | 1-Apr-14 | 150.00 | | 50.00 | |
| 250.00 | | Statutory bodies: granting of wayleaves/easements/licences etc. - depending on the complexity of the agreement Minimum | | 1-Apr-14 | 250.00 | | 0.00 | |
| 1000.00 | | Maximum | | 1-Apr-14 | 1500.00 | | 500.00 | |
| 25.00 | | Access arrangements over Council owned land - minimum fee for drawing up agreement - depending on status and requirements | | new | 150.00 | | 150.00 | |
| | | Access arrangements over Council owned land - depending on status and requirements per week from | | 1-Apr-14 | 25.00 | | 0.00 | |

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|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| 500.00 | | Fees for Disposals | | | | | | |
| | | Minimum | | 1-Apr-14 | 500.00 | | 0.00 | |
| | | 5% of disposal prices | | | | | | |
| | | Hourly Rates | | | | | | |
| 90.00 | | Property Manager | | 1-Apr-14 | 90.00 | | 0.00 | |
| 70.00 | | Qualified Valuer/Building Surveyor | | 1-Apr-14 | 70.00 | | 0.00 | |
| | | Fee for assignments/waivers - depending on complexity and status of organisation | | | | | | |
| | | Minimum | | new | 150.00 | | | |
| | | Maximum | | new | 1000.00 | | | |
| | | | | | | | | |
| | | SPORTS AND LEISURE | | | | | | |
| 1.00 | * | General sports activity - per child | Discretionary | | 2.00 | | 1.00 | 200 |
| 5.00 | * | Headline sports activity -per child | Discretionary | | 7.50 | | 2.50 | 500 |
| | | | | | | | | |
| 3.50 | * | General sports activity - per adult | Discretionary | | 5.00 | | 1.50 | |
| 5.50 | * | Headline sports activity -per adult | Discretionary | | 10.00 | | 4.50 | |
| | | | | | | | | |
| | | MARGATE BEACH SPORTS COURT HIRE | | | | | | |
| | | Pre Booked Courts | | | | | | |
| 8.00 | * | Volleyball court - per hour | | 2012-13 | 8.00 | * | 0.00 | n/a |
| 16.00 | * | Beach soccer/full court - per hour | | 2012-13 | 16.00 | * | 0.00 | n/a |
| 100.00 | | Day Hire | | | 100.00 | | 0.00 | n/a |
| 5.00 | * | Floodlights for any court - per hour | | 2012-13 | 5.00 | * | 0.00 | n/a |
| | | | | | | * | | |
| | | Walk-on Courts | | | | | | |
| 5.00 | * | Volleyball court - per hour | | 2012-13 | 5.00 | * | 0.00 | n/a |
| 10.00 | * | Beach soccer/full court - per hour | | 2012-13 | 10.00 | * | 0.00 | n/a |
| 5.00 | * | Floodlights for any court - per hour | | 2012-13 | 5.00 | * | 0.00 | n/a |
| | | | | | | | | |
| | | FORESHORE EVENTS | | | | | | |
| 2.00 | | Rocky Shore Safari | | | 2.00 | | 0.00 | 80 |
| | | OtherGroup Events/Activities | | | | | | |
| 2.75 | | Half day per child | | | 2.75 | | 0.00 | |
| 4.40 | | Full day off season | | | 4.40 | | 0.00 | |
| 4.80 | | Full day peak season | | | 4.80 | | 0.00 | |
| 80.00 | | Minimum charge | | | 80.00 | | 0.00 | |
| | | | | | | | | |
| | | School Events/ Activities | | | | | | 270 |
| 3.00 | | Half day per person | | | 3.00 | | 0.00 | |
| 90.00 | | Minimum | | | 90.00 | | 0.00 | |
| 3.25 | | Outside of Thanet | | | 3.25 | | 0.00 | |
| 4.00 | | Full day off season | | | 4.00 | | 0.00 | |
| 5.00 | | Full day peak season | | | 5.00 | | 0.00 | |
| | | | | | | | | |
| | | All payments to be made in advance | | | | | | |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | Coastal Community Beach Hut (Margate) | | | | | | |
| | | £15 per hour up to 4 hours (1/2 day); £80/day | | new | 15.00 | | | 360 |
| | | Discretionary rates available, upon application (priority to vulnerable children/adults; affordability and local groups) | | | | | | |
| | | Seashore Safaris & similar events (Thanet Coast Project events) | | | | | | |
| | | Charge per person - adult & child | | new | 1.00 | | | 400 |
| | | | | | | | | |
| | | CULTURAL AND OUTSIDE EVENTS | | | | | | |
| | | Fee for booking a Council Site (per day) - | | | | | | 4,000 |
| | | Commercial Event | | 1-Apr-10 | | | | |
| | | Registered Charity | | 1-Apr-10 | | | | |
| | | Neighbourhood Projects | | 1-Apr-10 | | | | |
| | | Mobile Exhibition Caravan/Trailer - public service information | | 1-Apr-10 | | | | |
| | | Mobile Exhibition Caravan/Trailer - small/medium commercial | | 1-Apr-10 | | | | |
| | | Mobile Exhibition Caravan/Trailer - Commercial promotions | | | | | | |
| | | Standard Hire event | | 1-Apr-10 | | | | |
| | | Fireworks on Council land for private/commercial event | | 1-Apr-10 | | | | |
| | | Deposits (returnable when land left in good order i.e. litter free etc.) | | | | | | |
| | | - standard event | | | | | | |
| | | - commercial event | | | | | | |
| 60.00 | | Charity, School or Community (excludes Boot Fairs) | | 1-Apr-13 | 60.00 | | 0.00 | |
| 200.00 | | Boot Fairs | | 1-Apr-13 | 200.00 | | 0.00 | |
| 550.00 | | Major Event (1000+) | | 1-Apr-13 | 550.00 | | 0.00 | |
| 250.00 | | Standard Event (499-999) | | 1-Apr-13 | 250.00 | | 0.00 | |
| 150.00 | | Small Events (less than 499) | | 1-Apr-13 | 150.00 | | 0.00 | |
| 295.00 | | Fireworks | | 1-Apr-13 | 295.00 | | 0.00 | |
| 350.00 | | Fairgrounds and Circuses per day | | 1-Apr-13 | 350.00 | | 0.00 | |
| POA | | Ramsgate Harbour Hire | | 1-Apr-13 | P.O.A. | | | |
| | | Payment in advance of permissions only. | | | | | | |
| | | | | | | | | |
| | | OTHER CHARGES | | | | | | |
| | | | | | | | | |
| corporate p/c charge | | Photocopy official document, per page (plus administration charge, if applicable) | | | | | | 20 |
| | | Income included in other departmental charges | | | | | | 300 |
| | | VISITOR INFORMATION CENTRE | | | | | | |
| poa | | Room Hire | | | P.O.A. | | | 500 |
| | | OTHER HOUSING CHARGES | | | | | | |
| | | | | | | | | |
| | | (1) House Purchase Advances | | | | | | |
| 167.00 | | Redemption fee (Early redemption) | | 1-Apr-15 | 167.00 | | 0.00 | 0 |

| CHARGES 2015/2016 | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 | INC. VAT * | £ CHANGE | ESTIMATED INCOME 2016/2017 £ |
|----------------------|------------------|--|-----------------------------|----------------------|----------------------|------------------|-------------|---------------------------------------|
| £ | | | | | £ | | £ | £ |
| | | Surcharge for Credit Card Payments | | | | | | |
| | | As a percentage of transaction | | | | | | |
| | | Council Tax | | | | | | 444,500 |
| 50.00 | | Summons | | 1-Apr-11 | 50.00 | | 0.00 | |
| 50.00 | | Liability Order | | 1-Apr-11 | 50.00 | | 0.00 | |
| | | Business Rates | | | | | | 29,700 |
| 50.00 | | Summons | | 1-Apr-11 | 50.00 | | 0.00 | |
| 50.00 | | Liability Order | | 1-Apr-11 | 50.00 | | 0.00 | |
| | | Payment of Housing Benefit | | | | | | |
| 10.00 | | Replacement of lost payment card | | 1-Apr-09 | 10.00 | | 0.00 | 0 |
| 25.00 | | Replacement of landlord payment schedule - single financial year | | 1-Apr-09 | 25.00 | | 0.00 | 100 |
| 50.00 | | Replacement of landlord payment schedule - multiple financial years | | 1-Apr-09 | 50.00 | | 0.00 | 100 |
| | | Assessment of Housing Benefit | | | | | | |
| 10.00 | | Request for Housing Benefit file outside of Freedom of information request | | | 10 | | 0.00 | 30 |
| | | Radar Keys | | | | | | |
| 3.50 | | Purchase of Radar Keys | | | 3.5 | | 0.00 | 300 |
| | | COUNCIL PUBLICATIONS | | | | | | |
| corporate p/c charge | | Council agendas & Committee minutes - per page | | 1-Apr-08 | corporate p/c charge | | | |
| corporate p/c charge | | Committee agenda per single committee per single copy | | | corporate p/c charge | | | |
| corporate p/c charge | | Committee agenda per page | | | corporate p/c charge | | | |
| corporate p/c charge | | Planning Committee or Cabinet | | 1-Apr-08 | corporate p/c charge | | | |
| corporate p/c charge | | All other Committees | | 1-Apr-08 | corporate p/c charge | | | |
| corporate p/c charge | | Photocopy official document, per page (plus administration charge, if applicable) | | 1-Apr-07 | corporate p/c charge | | | |
| | | Income included in other departmental charges | | | | | | |
| | | DVD of Council Meeting | | New | 2.00 | | | |

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|---------------------|------------|--|--------------------------|-------------------|---------------------|------------|----------|----------------------------|
| £ | | | | | £ | | £ | £ |
| | | ELECTORAL SERVICES | | | | | | |
| 25.00 | | Electoral Index of Streets | | 1-Apr-04 | 25.00 | | 0.00 | |
| 10.00 | | Marked copy of Register - Basic Charge plus per 1000 entries charge below | | 1-Apr-08 | 10.00 | | 0.00 | |
| 5.00 | | Marked copy of Register per 1000 entries in addition to basic charge | | 1-Apr-10 | 5.00 | | 0.00 | |
| 10.00 | | Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below | | | 10.00 | | 0.00 | 1,600 |
| 5.00 | | Register price list (paper copy) per 1,000 entries in addition to basic charge | | 1-Apr-09 | 5.00 | | 0.00 | |
| 20.00 | | Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below | | | 20.00 | | 0.00 | |
| 1.50 | | Register price list (data copy) per 1,000 entries in addition to basic charge | | | 1.50 | | 0.00 | |
| 25.00 | | Confirmation of Ward for Stamp Duty purposes | | 1-Apr-06 | deleted | | | |
| FREE | | Inspection of marked copy of Register - per register | | 1-Apr-06 | FREE | | | |
| | | CORPORATE MARKETING | | | | | | |
| All Minimum Charges | | Charges for Film Location works | | | All Minimum Charges | | | 10,000 |
| 500.00 | | Advertising productions, Commercials, Filming for Internet Advertising - per day | Discretionary | 1-Apr-13 | 500.00 | | 0.00 | |
| 500.00 | | Feature Films - per day | Discretionary | 1-Apr-11 | 500.00 | | 0.00 | |
| 150.00 | | Low Budget Feature Films - per day | Discretionary | 1-Apr-11 | 500.00 | | 350.00 | |
| 150.00 | | Television dramas - per day | Discretionary | 1-Apr-11 | 500.00 | | 350.00 | |
| 100.00 | | Educational, Corporate. Light entertainment, music promotions - per day | Discretionary | 1-Apr-11 | 500.00 | | 400.00 | |
| 50.00 | | Interviews, sound recordings - per day | Discretionary | 1-Apr-12 | 0.00 | | -50.00 | |
| 150.00 | | Photo Shoots - National publications - per day | Discretionary | 1-Apr-11 | 500.00 | | 350.00 | |
| 50.00 | | Photo Shoots - low budget publications - per day | Discretionary | 1-Apr-12 | 50.00 | | 0.00 | |
| 0.00 | | Student films, local community groups - per day | Discretionary | 1-Apr-11 | 0.00 | | | |
| 15.00 | | Administration - complex enquiries - per hour | Discretionary | 1-Apr-12 | 25.00 | | 10.00 | |
| | | LEGAL SERVICES | | | | | | |
| | | Provision of Legal Services | | | P.O.A. | | | 3000 |
| | | ON STREET PARKING | | | | | | |
| | | (a) | | | | | | |
| 1.00 | | Maximum 2 hourly stay 9am - 6pm | | | | | | |
| | | Cecil Square, Margate | Discretionary | 11-Jun-12 | 1.00 | | 0.00 | 58,000 |
| 1.00 | | Albert Terrace, | | | | | | |
| | | 1st April to 31st October | Discretionary | 11-Jun-12 | 1.00 | | 0.00 | 40,000 |
| | | £1 per half hour for up to 2 hours | | | | | | |
| | | 1st November to 31st March | | | | | | |
| | | 70p per half hour for up to 2 hours | Discretionary | | 0.70 | | | |
| | | (b) | | | | | | |
| | | Minimum 1 hour charge 9am - 6pm | | | | | | |
| 2.00 | | Harbour Parade, Ramsgate | Discretionary | 11-Jun-12 | 2.00 | | 0.00 | 86,000 |
| 2.00 | | Victoria Parade, Broadstairs | Discretionary | 11-Jun-12 | 2.00 | | 0.00 | 31,500 |

| CHARGES 2015/2016 £ | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 £ | INC. VAT * | £ CHANGE £ | ESTIMATED INCOME 2016/2017 £ |
|---------------------------|------------------|---|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| | | (c) Maximum 2 hourly stay | | | | | | |
| | | Linear Charging Maximum 2 hourly stay 9am - 6pm | | | | | | |
| | | Albion Place, Ramsgate | Discretionary | | | | | 20,000 |
| | | Belvedere Road, Broadstairs | Discretionary | | | | | 5,500 |
| | | Birchington | Discretionary | | | | | 42,000 |
| | | Broad Street, Ramsgate | Discretionary | | | | | 20,000 |
| | | Brunswick Street, Ramsgate | Discretionary | | | | | 5,000 |
| | | Carlton Ave, Broadstairs | Discretionary | | | | | 6,500 |
| | | Cavendish Street, Ramsgate | Discretionary | | | | | 26,000 |
| | | Charlotte Street, Broadstairs | Discretionary | | | | | 22,000 |
| | | Hardres Street, Ramsgate | Discretionary | | | | | 14,500 |
| | | Hawley Square/Churchfields Place | Discretionary | | | | | 55,000 |
| | | High Street, Broadstairs | Discretionary | | | | | 103,000 |
| | | High Street, Margate | Discretionary | | | | | 65,000 |
| | | King Street, Ramsgate | Discretionary | | | | | 17,000 |
| | | Marine Drive | Discretionary | | | | | 9,500 |
| | | Mill Lane, Margate | Discretionary | | | | | 24,000 |
| | | Northdown Road | Discretionary | | | | | 38,000 |
| | | Pierremont Avenue, Broadstairs | Discretionary | | | | | 8,000 |
| | | Queen Street, Ramsgate | Discretionary | | | | | 19,000 |
| | | Union Crescent, Margate | Discretionary | | | | | 11,000 |
| | | Vere Road, Broadstairs | Discretionary | | | | | 6,500 |
| | | York Street, Broadstairs | Discretionary | | | | | 18,500 |
| | | Lloyd Road, Broadstairs | Discretionary | | | | | 8,500 |
| 0.20 | | 10 minutes | | 11-Jun-12 | 0.20 | | 0.00 | |
| 0.02 | | each minute 2p thereafter up to 2 hours | | 11-Jun-12 | 0.02 | | 0.00 | |
| 2.40 | | 2 hours | | 11-Jun-12 | 2.80 | | 0.40 | |
| | | (d) 9am - 6pm | | | | | | |
| | | Lawn Road, Broadstairs | | | | | | 7,000 |
| 0.60 | | Up to 1/2 hour | Discretionary | 11-Jun-12 | 0.70 | | 0.10 | |
| 1.20 | | Up to 1 hour | Discretionary | 11-Jun-12 | 1.40 | | 0.20 | |
| 2.40 | | Up to 2 hours | Discretionary | 11-Jun-12 | 2.80 | | 0.40 | |
| 3.60 | | Up to 3 hours | Discretionary | 11-Jun-12 | 4.20 | | 0.60 | |
| 4.80 | | Up to 4 hours | Discretionary | 11-Jun-12 | 5.60 | | 0.80 | |
| 0.20 | | 15 minutes | Discretionary | 1-Apr-14 | | | -0.20 | |
| | | 10 Minutes | Discretionary | | 0.20 | | 0.20 | |
| 0.02 | | each minute 2p thereafter up to 4 hours | Discretionary | 1-Apr-14 | 0.02 | | | |
| | | RESIDENTS PARKING | | | | | | |
| | | (a) RESIDENTS PARKING PERMITS Annual Fee | | | | | | 41,000 |
| 60.00 | | Margate West zone | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 60.00 | | Belmont Road Broadstairs | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 60.00 | | Addington Road Margate | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 60.00 | | Birchington | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 60.00 | | Victoria Parade, Broadstairs | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 60.00 | | Madeira | Discretionary | 1-Apr-08 | 60.00 | | 0.00 | |
| 25.00 | | Replacement Discs | Discretionary | 1-Apr-15 | 25.00 | | 0.00 | |

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|---------------------------|------------------|---|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| | | (b) RESIDENTS PARKING AREAS | | | | | | 8,000 |
| 3.00 | | Daily visitors tickets | Discretionary | 1-Apr-08 | 3.00 | | 0.00 | |
| 2.20 | | Daily visitors tickets purchased in bulk (20 at a time) | Discretionary | 1-Apr-08 | 2.20 | | 0.00 | |
| 350.00 | | Commercial premises sited in residential areas - per permit | Discretionary | 1-Apr-08 | 350.00 | | 0.00 | |
| 15.00 | | Motorcycle permits | Discretionary | 1-Apr-08 | 15.00 | | 0.00 | |
| | | Replacement Permit | Discretionary | New | 25.00 | | | |
| | | Change of registration | Discretionary | New | 5.00 | | | |
| | | FIXED PENALTY FINE - ON STREET | | | | | | 80,000 |
| | | | | | | | | 200,000 |
| | | (Fixed by Central Government) | | | | | | |
| 70.00 | | (a) Higher level penalty charge | Statutory | 1-Apr-08 | 70.00 | | 0.00 | |
| 35.00 | | (b) Higher level penalty charge - Payment within fourteen days | Statutory | 1-Apr-08 | 35.00 | | 0.00 | |
| 50.00 | | (c) Lower level penalty charge | Statutory | 1-Apr-08 | 50.00 | | 0.00 | |
| 25.00 | | (d) Lower level penalty charge - Payment within fourteen days | Statutory | 1-Apr-08 | 25.00 | | 0.00 | |
| | | With effect from 31st March 2008 | | | | | | |
| | | DECRIMINALISATION | | | | | | |
| | | (a) ANNUAL DISPENSATION | | | | | | 11,200 |
| 400.00 | | Commercial Users | Discretionary | 11-Jun-12 | 400.00 | | 0.00 | |
| 50.00 | | Professional Community Services | Discretionary | 11-Jun-12 | 60.00 | | 10.00 | |
| FREE | | Voluntary Community Services | Discretionary | 11-Jun-12 | Free | | | |
| | | Change of registration | Discretionary | New | 5.00 | | | |
| | | (b) WEEKLY WAIVER | | | | | | |
| 40.00 | | Builders | Discretionary | 11-Jun-15 | 40.00 | | 0.00 | 1,500 |
| | | (c) CONES | | | | | | |
| 30.00 | | Out of Hours Use/Less than 7 days notice/Lost Cones | Discretionary | 11-Jun-12 | 30.00 | | 0.00 | 50 |
| 15.00 | | More than 7 days notice | Discretionary | 11-Jun-12 | 15.00 | | 0.00 | |
| 60.00 | | Suspension of Bay - Administration Fee | Discretionary | 11-Jun-15 | 60.00 | | 0.00 | 2,000 |
| | | DISABLED PERSONS BAY | | | | | | 750 |
| 250.00 | | | Discretionary | 1-Apr-10 | 250.00 | | 0.00 | |
| | | MOBILE DISPLAYS | | | | | | |
| 150.00 | | (a) Weekly Charge | Discretionary | 1-Apr-15 | 150.00 | | 0.00 | |
| 30.00 | | Day Charge | Discretionary | 1-Apr-15 | 30.00 | | 0.00 | |
| 25.00 | | Additional Weeks | Discretionary | 1-Apr-15 | 25.00 | | 0.00 | 1,000 |
| | | GREEN GARDEN WASTE COLLECTION | | | | | | |
| | | (a) Hire charge for wheeled bin: | | | | | | 7,500 |
| 28.00 | | One-off charge for wheeled bin (non-refundable) | | 1-Apr-15 | 28.00 | | 0.00 | |
| | | (b) Collection charges | | | | | | 300,000 |
| 40.00 | | Annual Charge - for collections until end March 2016 | | 1-Apr-15 | 45.00 | | 5.00 | |

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|---------------------------|------------------|--|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| | | CHARGES FOR HIRING HOUSING COMMUNITY HALLS | | | | | | |
| | | Note - Commercial and Weekend lettings by negotiation but not less than charges shown below | | | | | | |
| | | Committee meetings of local registered charities | | | | | | |
| | | Hours on Saturdays, Sundays & Bank Holidays | | | | | | |
| | | BRUNSWICK HALL, RAMSGATE | d | | | | | |
| 50.00 | | Minimum charge for up to three hours | | 1-Apr-15 | 50.00 | | 0.00 | 0 |
| 15.00 | | Each additional hour or part thereof | | 1-Apr-14 | 15.00 | | 0.00 | 0 |
| 30.00 | | Playschools (per half day session) | | 1-Apr-15 | 30.00 | | 0.00 | 0 |
| | | MILLMEAD HALL | d | | | | | 3,000 |
| 30.00 | | Hire of Main Hall -Minimum charge for up to two hours* | | | 30.00 | | 0.00 | |
| 15.00 | | Each additional hour or part there after | | | 15.00 | | 0.00 | |
| 15.00 | | Hire of Smaller Room -Minimum charge for up to two hours | | 1-Apr-15 | 15.00 | | 0.00 | |
| 10.00 | | Each additional hour or part there after | | 1-Apr-15 | 10.00 | | 0.00 | |
| 35.00 | | Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours* | | 1-Apr-15 | 35.00 | | 0.00 | |
| 15.00 | | Each additional hour or part there after | | 1-Apr-14 | 15.00 | | 0.00 | |
| | | Schools (per half day session) | | | | | | |
| | | * included in the hire cost of the Main Hall will be: tables, chairs, access to stage area, toilets and kitchen | | | | | | |
| | | Local Authority Tenants and Residents Associations | | | | | | |
| | | Use of Halls for meetings & fund raising | | | | | | |
| | | Note: for Weekend and Bank Holiday hire add 50% | | | | | | |
| | | OTHER HOUSING CHARGES | | | | | | |
| | | Leasehold Flats (Right to Buy) | | | | | | |
| 100.00 | | (a) Notice of Assignment (including notice of mortgage if submitted at the same time) | s | 1-Apr-14 | 100.00 | | 0.00 | |
| 65.00 | | (b) Notice of Mortgage (where submitted separately to the notice of assignment) | s | 1-Apr-14 | 65.00 | | 0.00 | |
| 135.00 | | (c) Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement) | s | 1-Apr-15 | 135.00 | | 0.00 | 8000 |
| 128.00 | | (d) Sub-letting fee | d | 1-Apr-15 | 128.00 | | 0.00 | |
| 145.00 | | (e) Leasehold Management Fee - | d | 1-Apr-15 | 150.00 | | 5.00 | |
| 40.00 | | (f) Fire Risk Safety Assessments | s | 1-Apr-14 | 40.00 | | 0.00 | |
| | | Tenant Enquiries | | | | | | |
| 2.00 | | (b) Rent Statement per sheet | d | 1-Apr-15 | 2.00 | | 0.00 | 0 |

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|---------------------------|------------------|---|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| | | Designated Housing Parking Areas for Non Tenants | d | | £ | | | |
| 435.00 | | (a) Harbour Towers | | 1-Apr-15 | 445.00 | | 10.00 | 4450 |
| 410.00 | | (b) Ramsgate General | | 1-Apr-15 | 420.00 | | 10.00 | 2100 |
| 410.00 | | (c) St Mary's Road | | 1-Apr-15 | delete | | | 0 |
| 25.00 | | Rent Reference | | 1-Apr-14 | 25.00 | | 0.00 | 0 |
| 5.00 | | Copy of Tenancy Agreement | | 1-Apr-14 | 10.00 | | 5.00 | 0 |
| | | HOUSES IN MULTIPLE OCCUPATION (HMO) LICENCE (Mandatory HMO Licensing and Selective Licensing) | | | | | | |
| 853.00 | | (a) Houses in Multiple Occupation 2-5 Units | Discretionary | 1-Apr-15 | 853.00 | | | 9100 |
| 753.00 | | Discounted rate (accreditation) | Discretionary | | 753.00 | | | |
| 638.00 | | Licence Renewal | Discretionary | | 638.00 | | | |
| 538.00 | | Licence Renewal (accredited) | Discretionary | | 538.00 | | | |
| 891.00 | | (b) Houses in Multiple Occupation 6-9 units | Discretionary | 1-Apr-15 | 891.00 | | | |
| 791.00 | | Discounted Rate (accredited) | Discretionary | | 791.00 | | | |
| 676.00 | | Licence Renewal | Discretionary | | 676.00 | | | |
| 576.00 | | Licence Renewal (accredited) | Discretionary | | 576.00 | | | |
| 959.00 | | (c) Houses in Multiple Occupation 10-14 Units | Discretionary | 1-Apr-15 | 959.00 | | | |
| 859.00 | | Discounted rate (accreditation) | Discretionary | | 859.00 | | | |
| 744.00 | | Licence Renewal | Discretionary | | 744.00 | | | |
| 644.00 | | Licence Renewal (accredited) | Discretionary | | 644.00 | | | |
| 1292.00 | | (d) Houses in Multiple Occupation 15-19 Units | Discretionary | | 1292.00 | | | |
| 1192.00 | | Discounted rate (accreditation) | Discretionary | | 1192.00 | | | |
| 1077.00 | | Licence Renewal | Discretionary | | 1077.00 | | | |
| 977.00 | | Licence Renewal (accredited) | Discretionary | | 977.00 | | | |
| 1586.00 | | (e) Houses in Multiple Occupation 20-29 Units | Discretionary | | 1586.00 | | | |
| 1486.00 | | Discounted rate (accreditation) | Discretionary | | 1486.00 | | | |
| 1371.00 | | Licence Renewal | Discretionary | | 1371.00 | | | |
| 1271.00 | | Licence Renewal (accredited) | Discretionary | | 1271.00 | | | |
| 1882.00 | | (f) Houses in Multiple Occupation 30-39 Units | Discretionary | | 1882.00 | | | |
| 1782.00 | | Discounted rate (accreditation) | Discretionary | | 1782.00 | | | |
| 1666.00 | | Licence Renewal | Discretionary | | 1666.00 | | | |
| 1566.00 | | Licence Renewal (accredited) | Discretionary | | 1566.00 | | | |
| 2178.00 | | (g) Houses in Multiple Occupation 40-49 Units | Discretionary | | 2178.00 | | | |
| 2078.00 | | Discounted rate (accreditation) | Discretionary | | 2078.00 | | | |
| 1962.00 | | Licence Renewal | Discretionary | | 1962.00 | | | |
| 1862.00 | | Licence Renewal (accredited) | Discretionary | | 1862.00 | | | |

| CHARGES 2015/2016 £ | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 £ | INC. VAT * | £ CHANGE £ | ESTIMATED INCOME 2016/2017 £ |
|---------------------------|------------------|--|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| 2473.00 | | (h) Houses in Multiple Occupation 50+ Units | Discretionary | | delete | | | |
| 2373.00 | | Discounted rate (accreditation) | Discretionary | | delete | | | |
| 2258.00 | | Licence Renewal | Discretionary | | delete | | | |
| 2158.00 | | Licence Renewal (accredited) | Discretionary | | delete | | | |
| | | SELECTIVE LICENSING FEES (FOR NON-HMOs) | | 1-Apr-15 | | | | |
| 587.00 | | (a) Single occupied house/flat | Discretionary | | | | | |
| 487.00 | | Accredited discount | Discretionary | | | | | |
| 372.00 | | Licence Renewal | Discretionary | | | | | |
| 272.00 | | Licence Renewal (accredited) | Discretionary | | | | | |
| | | (a) Single occupied house/flat (Standard application) | | new | 439.00 | | | |
| | | Standard application (Accredited landlord) | | new | 389.00 | | | |
| | | Single occupied house/flat (Early renewal application) | | new | 395.00 | | | |
| | | Early renewal application (Accredited landlord) | | new | 345.00 | | | |
| 587.00 | | (b) Buildings containing flats | Discretionary | | | | | |
| 487.00 | | First flat fee | Discretionary | | | | | |
| 267.00 | | Accredited discount | Discretionary | | | | | |
| 372.00 | | per additional flat | Discretionary | | | | | |
| 272.00 | | Licence Renewal (First Flat) | Discretionary | | | | | |
| 272.00 | | Licence Renewal (accredited) | Discretionary | | | | | |
| 52.00 | | per additional flat | Discretionary | | | | | |
| | | (b) Buildings containing flats | | | | | | |
| | | First flat fee (Standard application) | | new | 439.00 | | | |
| | | Standard application (Accredited landlord) | | new | 389.00 | | | |
| | | Per additional flat (Standard application) | | new | 136.00 | | | |
| | | First flat fee (Early renewal application) | | new | 395.00 | | | |
| | | Early renewal application (Accredited landlord) | | new | 345.00 | | | |
| | | Per additional flat (Early renewal application) | | new | 136.00 | | | |
| 853.00 | | (c) Houses in Multiple Occupation 2-5 Units | Discretionary | 1-Apr-15 | | | | |
| 753.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 891.00 | | (d) Houses in Multiple Occupation 6-9 units | Discretionary | 1-Apr-15 | | | | |
| 791.00 | | Discounted Rate (accredited) | Discretionary | | | | | |
| 959.00 | | (e) Houses in Multiple Occupation 10-14 Units | Discretionary | 1-Apr-14 | | | | |
| 859.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 1292.00 | | (f) Houses in Multiple Occupation 15-19 Units | Discretionary | | | | | |
| 1192.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 1586.00 | | (g) Houses in Multiple Occupation 20-29 Units | Discretionary | | | | | |
| 1486.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 1882.00 | | (h) Houses in Multiple Occupation 30-39 Units | Discretionary | | | | | |
| 1782.00 | | Discounted rate (accreditation) | Discretionary | | | | | |

| CHARGES 2015/2016 £ | INC. VAT * | DETAILS | Discretionary Statutory/ | DATE LAST CHANGED | CHARGES 2016/2017 £ | INC. VAT * | £ CHANGE £ | ESTIMATED INCOME 2016/2017 £ |
|---------------------------|------------------|---|-----------------------------|----------------------|---------------------------|------------------|------------------|---------------------------------------|
| 2178.00 | | (i) Houses in Multiple Occupation 40-49 Units | Discretionary | | | | | |
| 2078.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 2473.00 | | (j) Houses in Multiple Occupation 50+ Units | Discretionary | | | | | |
| 2373.00 | | Discounted rate (accreditation) | Discretionary | | | | | |
| 100.00 | | Immigration visits/inspections | Discretionary | | 100.00 | | 0.00 | 500 |
| | | Charging for enforcement notices | | | | | | |
| 365.00 | | Fixed charge for council expenses; however, external expenditure (if applicable) will be charged at cost. | Discretionary | | 375.00 | | 10.00 | 1800 |
| | | | | | | | | |
| | | MUSEUMS | | | | | | |
| | | Dickens House Museum | | | | | | |
| | | | | | | | | |
| 3.75 | * | Admission - Adult | | 1-Apr-12 | 3.75 | * | 0.00 | 12,600 |
| 2.10 | * | Admission - Child (under 16) | | 1-Apr-12 | 2.10 | * | 0.00 | 760 |
| 2.10 | * | Students | | 1-Apr-12 | 2.25 | * | 0.15 | 3,200 |
| 10.00 | * | Family Ticket - 2 Adults and 2 Children | | 1-Apr-12 | 10.00 | * | 0.00 | 3,360 |
| 2.00 | * | Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person | | 1-Apr-12 | 2.00 | * | 0.00 | 400 |
| | | | | | | | | |
| 3.00 | * | Over 16s/Adults Group ticket - min 10 persons- price per person | | 1-Apr-11 | 3.00 | * | 0.00 | 360 |
| | | | | | | | | |
| | | | | | | | | 8,062,970 |
| | | | | | | | | |

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APPOINTMENT OF AN EAST KENT JOINT INDEPENDENT REMUNERATION PANEL

To: **Council – 3 December 2015**

By: **Director of Corporate Governance**

Classification: **Unrestricted**

Summary: **To appoint an Independent Remuneration Panel as required under the Local Authorities (Members' Allowances) (England) Regulations 2001 (as amended).**

For Decision

1.0 Introduction and Background

1.1 The Council is required to appoint an Independent Remuneration Panel under the Local Authorities (Members' Allowances) (England) Regulations 2001 (as amended) for the purpose of making recommendations to the Council in respect of its Members' Allowances Scheme.

2.0 The Current Situation

2.1 Since 2002 the Council has operated a Joint Independent Remuneration Panel with neighbouring authorities and in 2007 the first East Kent Joint Independent Remuneration Panel was formed by Dover District Council, Shepway District Council and Thanet District Council. Shepway District Council then ended their involvement in 2008. The current Panel was then formed later in 2008 and consists of 5 members appointed jointly by Canterbury City Council (who joined shortly after Shepway District Council had left), Dover District Council and Thanet District Council. The term of office of the current Panel members expired in May 2015.

2.2 Following the May 2015 elections, consultation was undertaken with the leadership in each of the partner authorities in the East Kent Joint Independent Remuneration Panel about continuing with the arrangements for a shared Panel and this report seeks to confirm the Council's continuing participation.

3.0 Panel Arrangements

3.1 The key responsibilities of the Panel as set out in the Regulations are to make recommendations as to the responsibilities or duties in respect of which the following allowances should be made available and the amount of allowance:

- Basic Allowance;
- Special Responsibility Allowances;
- Member Travel and Subsistence allowances;
- Dependent Carers Allowances; and
- Index linking arrangements for allowances.

3.2 The Council has a duty to have regard to the recommendations of the Panel when making a decision in respect of any of the allowances set out above but does not have to adopt the recommendations of the Panel.

- 3.3 In addition, the Panel also makes recommendations to Town and Parish Council's in respect of the level of Parish Basic Allowance and Parish Chairman's allowance.
- 3.4 The Regulations require that the Panel be composed of "at least three members none of whom... is also a member of an authority in respect of which it makes recommendations... or... is disqualified from being or becoming a member of an authority".
- 3.5 The Panel membership is currently appointed on the following basis:
- 1 member appointed by Canterbury City Council
 - 2 member appointed by Dover District Council
 - 2 members appointed by Thanet District Council
- 3.6 The quorum for the Panel is 3 members.
- 3.7 The proposed term length of the members of the Panel is for four years, from the 1 December 2015 running until 30 November 2019. The Panel will be responsible for appointing its own Chairman from amongst the membership on an annual basis.
- 3.8 It is proposed to re-appoint the two Thanet representatives from the last Panel, Mrs Kerry Sabin-Dawson and Mrs Sue Longden, to the Panel for a third term on the basis of the experience they have accumulated in role as members of the Panel and their knowledge of the area.
- 3.9 The Local Authorities (Members' Allowances) (England) Regulations 2001 (as amended) make provision for the members of the Panel to be paid an allowance and expenses for carrying out the Panel's functions at a level the authorities determine.
- 3.10 The current allowance arrangements for the members of the East Kent Joint Independent Remuneration Panel were set in 2007. Each Panel member receives an allowance of £300 per annum plus an attendance fee of £75 per meeting. A further allowance of £250 per annum is paid to the Panel's Chairman. The costs of the Panel members' allowances are split equally between the partner authorities.
- 3.11 It is not proposed to change the allowance arrangements for the members of the Panel for the duration of the term of office running until 30 November 2019.
- 3.12 The Central administrative support for the Panel is currently provided by Dover District Council's Democratic Support team and it is proposed that this will continue.

4.0 Options

- 4.1 Option 1: To confirm the Council's continued participation in the East Kent Joint Independent Remuneration Panel with Canterbury City Council and Dover District Council.
- 4.2 Option 2: To form an Independent Remuneration Panel for Thanet District Council only.
- 4.3 Option 1 is the recommended choice and it continues the existing arrangements that have worked successfully since 2008 and bring resilience to the Panel through the pooling of resources and the resultant economies of scale. Option 2 is not recommended as it would take longer to implement and would lose the benefits gained through the sharing of a Panel.

5.0 Corporate Implications

5.1 Financial and VAT

- 5.1.1 The Council currently pays Dover District Council an annual fee for their services administering the EKJIRP. The fee also covers the cost the allowances described in paragraph 3.10. If Option one is agreed then there would be no financial implications as there would be sufficient existing budgets to cover the proposed costs.
- 5.1.2 If option 2 is chosen, there would not be sufficient existing funds to facilitate organising and running an Independent Remuneration Panel in the existing budget. Council would need to identify alternative sources of funding in order to facilitate this option.

5.2 Legal

- 5.2.1 The Council is required to appoint an Independent Remuneration Panel under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) for the purpose of making recommendations to the Council in respect of its Members' Allowances Scheme. The Council is then required to have regard to those recommendations in making a scheme of allowances, but it is not obliged to accept them.

5.3 Corporate

- 5.3.1 The level of Councillor allowances may be seen as both impacting on the public's perception of the Council and a factor in making public services as a Councillor attractive to a broad range of potential candidates.

5.4 Equity and Equalities

- 5.4.1 There are no direct equalities implications to this report as although there are Councillors from the protected groups, the allowances schemes that the EKJIRP will consider will apply to all Councillors equally.

6.0 Recommendations

- 6.1 To confirm the Council's continued participation in the East Kent Joint Independent Remuneration Panel until 30 November 2019.
- 6.2 To appoint Mrs Kerry Sabin-Dawson and Mrs Sue Longden as Thanet District Council's appointees to the East Kent Joint Independent Remuneration Panel for a four year term from the 1 December 2015.

| | |
|-----------------------------------|-------|
| Future Meeting if applicable: n/a | Date: |
|-----------------------------------|-------|

| | |
|------------------|---|
| Contact Officer: | Nicholas Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

| | |
|---------|--------------------------------------|
| Annex 1 | EKJIRP – Proposed Terms of Reference |
|---------|--------------------------------------|

Background Papers

| Title | Details of where to access copy |
|-------------|---------------------------------|
| <i>None</i> | |

Corporate Consultation Undertaken

| | |
|----------------|---|
| Finance | Nicola Walker, Head of Financial services |
| Legal | Ciara Feeney, Head of Legal Services |
| Communications | Hannah Thorpe, Head of Communications |



CONSTITUTION OF THE EAST KENT JOINT INDEPENDENT REMUNERATION PANELS

Canterbury City Council, Dover District Council and Thanet District Council (the 'partner authorities') have established a Joint District Independent Remuneration Panel and a Joint Parish Independent Remuneration Panel to make recommendations on remuneration levels for District and Town/Parish Councillors.

1. Terms of Reference

- (a) The Terms of Reference of the Panels shall be:
- (i) to make recommendations to each District and Town/Parish authority as to the amount of basic allowance which should be payable to its elected and co-opted members;
 - (ii) to make recommendations to each District and Town/Parish authority about the roles and responsibilities for which a special allowance should be payable and as to the amount of each such allowance;
 - (iii) to make recommendations as to whether each District and Town/Parish authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined;
 - (iv) to make recommendations to each District and Town/Parish authority about a members' pension scheme;
 - (v) to make recommendations to each District and Town/Parish authority as to the amount of travel and subsistence allowance payable to elected and co-opted members.

2. Recommendations of the Panel

- (a) In making its recommendations, the Panels be asked to include guidance on what is to be encompassed by the allowance and it will have regard to the following principles:
- (i) the Panels shall make separate recommendations to each authority if it is deemed appropriate;
 - (ii) recommendations should conform with existing legislation (and anticipate likely future legislation so far as possible);

- (iii) recognition of the principle that the work of a Councillor is undertaken for the sake of public service and not for personal gain;
- (iv) recognition that the demands placed upon Councillors by their differing roles and responsibilities within the Council
- (v) the need to fairly and equitably compensate Councillors so far as the Panels thinks appropriate for the time and effort devoted to their work as a member of the Council and/or the time and effort which they can reasonably be expected to devote;
- (vi) that individual Councillors should not be disadvantaged by virtue of the ward or party (if any) which they represent, or the geographic spread within the District of the places where Council business is conducted;
- (vii) an allowance scheme should be transparent, economic, efficient and effective to administer and easy to explain, understand and justify to the local communities within the District.

3. Panel Membership and Appointment

- (a) The membership of the District Independent Remuneration Panel and the Parish Independent Remuneration Panel shall be the same.
- (b) Each partner authority shall appoint up to two representatives to serve on the panels.
- (c) The members of the Panels should receive the following allowances, to be reviewed every four years:
 - Chairman: Supplement of £250 per annum
 - Panel Member: £300 per annum
 - Meeting Fee: £75 per meeting
- (d) Wherever possible, the members of the Panels shall be treated as separate and independent consultants who are responsible for their own tax, National Insurance, etc.
- (e) The respective partner authorities should carry out recruitment of the members of the panels. Recruitment should be by either public advertisement or direct approach to appropriate individuals or business/community/voluntary sector organisations that command local respect and public confidence and would be able to nominate persons who should have the necessary skills, integrity, independence and who are recognisable members of the local business and voluntary/community sectors within their respective areas.
- (f) A person specification shall be drawn up and agreed to ensure that candidates who are appointed:
 - (i) Are able to demonstrate a high degree of personal integrity;

- (ii) Are not members of any local authority and are not disqualified from being or becoming a member of a local authority;
 - (iii) Have, if possible, the appropriate level of skill, knowledge and understanding of setting remunerations;
 - (iv) Have the necessary time and commitment for the role;
 - (v) Will disclose the extent of their connections to a political party and whether these are such as to risk the effective discharge of the panel's functions were the candidate to be appointed.
- (c) Terms of appointment shall include a provision for removal from office in circumstances where:
- (i) the member of the Panel is disqualified from being a member of an authority or guilty of any conduct which brings the office into disrepute eg being found guilty of a criminal offence, an act of dishonesty or other serious misconduct;
 - (ii) the member of the Panel is guilty of lack of diligence or incompetence;
 - (iii) the member becomes an elected or co-opted member [or an employee] of a local authority;
 - (vi) a member of the Panel shall only be removed from office by the appointing partner authority, except at the expiration of a member of the Panels term of office.

4. Panel Operating Rules

- (a) The Panel's Term of Office shall commence from 1 December 2015.
- (b) The Panel shall:
 - (i) appoint its own Chairman at the first meeting of each municipal year;
 - (ii) require a quorum of three at all meetings;
 - (iii) Meet a minimum of once per municipal year, with additional meetings convened at the request of any partner authority;
 - (iv) otherwise devise its own rules for the conduct of meetings providing that such are consistent with legislative requirements and good governance practice.

5. Responsibilities of the Partner Authorities

- (a) The partner authorities in the Panel shall:
 - (i) Share equally the cost of the above allowances and expenses of the panel.
 - (ii) Appoint Dover District Council to provide the administrative support of the Panel at a cost of £1,200 per partner authority per annum.

- (iii) In the event that a partner authority wishes to change the administrative support arrangements for the Panel, notice must be given in writing no later than three months before the end of the financial year, to take effect from the start of the next financial year.
- (iv) Dover District Council, or the member authority providing administrative support if different, will produce the final report in conjunction with the Chairman of the Panel setting out the recommendations to the member authorities.

6. Termination of Participation in the East Kent Joint IRP by a member authority

In the event that a partner authority wishes to end its participation in the Panel, notice must be given in writing no later than three months before the end of the financial year, to take effect from the start of the next financial year.

CCGENJIRP – TERMS OF REFERENCE

DRAFT

APPOINTMENTS TO COMMITTEES, PANELS AND BOARDS - 2015/16

To: **Council Meeting – 3 December 2015**

By: **Committee Services Manager**

Classification: **Unrestricted**

Wards Affected: **N/A**

Summary: This report informs Council of changes to nominations to Committees.

For Decision

1.0 Introduction

1.1 This report will outline the changes needed as a result of Cllr Dawson leaving the UKIP group and joining the Conservative Group.

2.0 Political Balance

2.1 As mentioned above Cllr Dawson has left the UKIP group and has joined the Conservative Group. The changes to political balance are shown in the table below:

| Political Group | Prior to changes | After changes |
|------------------------------|------------------|------------------|
| UKIP | 28 | <u>27</u> |
| Conservative | 18 | <u>19</u> |
| Democratic Independent Group | 5 | 5 |
| Labour | 4 | 4 |
| Independent | 1 | 1 |

2.2 The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles which should be observed as far as is reasonably practicable:

- a) That not all seats on the same committee are allocated to the same political group;
- b) That the majority of the seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- c) That, subject to a) and b) above, the number of seats on committees allocated to each political group bears the same proportion of the total of all the seats on committees;

d) That, subject to a), b) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

2.3 For the purposes of political balance a Group is required to have at least two members and to have been formally constituted as a political Group before the meeting.

2.4 Democratic Services have contacted the four group Leaders and a consensus on a way to achieve proportionality has not been achieved and the options for achieving proportionality are outlined at paragraphs 2.5 to 2.6 below.

2.5 Option 1

2.5.1 That a seat be added to the Planning Committee and that seat be given to the Conservative Group. That a seat be added to the Constitutional Review Working Party and that seat be given to the Conservative Group.

2.6 Option 2

2.6.1 That a seat be added to the Planning Committee and that seat be given to the Conservative Group. That a seat be added to the General Purposes Committee and that seat be given to the Conservative Group.

2.7 Option 3

2.7.1 That a seat be added to the Planning Committee and that seat be given to the Conservative Group. That a seat be added to the Overview and Scrutiny Panel and that seat be given to the Conservative Group

2.8 Option 4

2.8.1 That another solution that achieves proportionality is agreed. Note that if an alternative proposal is developed during the meeting, compliance with the proportionality rules would need to be verified by officers.

2.9 The table below show the change to numbers serving on Committees as a result of these proposals:

| Committees | Total | UKIP Group | Conservative Group | Democratic Independent Group | Labour Group |
|-----------------------------|-------|------------|--------------------|------------------------------|--------------|
| Current Membership | | | | | |
| Planning Committee | 12 | 6 | 4 | 1 | 1 |
| Licensing Board | 14 | 7 | 5 | 1 | 1 |
| Overview and Scrutiny Panel | 14 | 7 | 5 | 1 | 1 |
| Gov. and Audit | 14 | 7 | 5 | 1 | 1 |
| General Purposes | 10 | 5 | 3 | 1 | 1 |
| B&EA Working | 6 | 3 | 2 | 1 | 0 |

| | | | | | |
|-------------------------------------|--------------|-------------------|---------------------------|-------------------------------------|---------------------|
| Party | | | | | |
| Constitutional Review Working Party | 6 | 3 | 1 | 1 | 1 |
| Totals | 76 | 38 | 25 | 7 | 6 |
| Committees | Total | UKIP Group | Conservative Group | Democratic Independent Group | Labour Group |
| Option 1 | | | | | |
| Proposed membership | | | | | |
| Planning Committee | <u>13</u> | 6 | <u>5</u> | 1 | 1 |
| Licensing Board | 14 | 7 | 5 | 1 | 1 |
| Overview and Scrutiny Panel | 14 | 7 | 5 | 1 | 1 |
| Gov. and Audit | 14 | 7 | 5 | 1 | 1 |
| General Purposes | 10 | 5 | 3 | 1 | 1 |
| B&EA Working Party | 6 | 3 | 2 | 1 | 0 |
| Constitutional Review Working Party | <u>7</u> | 3 | <u>2</u> | 1 | 1 |
| Totals | 78 | 38 | 27 | 7 | 6 |
| Committees | Total | UKIP Group | Conservative Group | Democratic Independent Group | Labour Group |
| Option 2 | | | | | |
| Proposed membership | | | | | |
| Planning Committee | <u>13</u> | 6 | <u>5</u> | 1 | 1 |
| Licensing Board | 14 | 7 | 5 | 1 | 1 |
| Overview and Scrutiny Panel | 14 | 7 | 5 | 1 | 1 |
| Gov. and Audit | 14 | 7 | 5 | 1 | 1 |
| General Purposes | <u>11</u> | 5 | <u>4</u> | 1 | 1 |
| B&EA Working Party | 6 | 3 | 2 | 1 | 0 |
| Constitutional Review Working Party | 6 | 3 | 1 | 1 | 1 |
| Totals | 78 | 38 | 27 | 7 | 6 |
| Committees | Total | UKIP Group | Conservative Group | Democratic Independent Group | Labour Group |
| Option 3 | | | | | |
| Proposed membership | | | | | |
| Planning Committee | <u>13</u> | 6 | <u>5</u> | 1 | 1 |
| Licensing Board | 14 | 7 | 5 | 1 | 1 |
| Overview and Scrutiny Panel | <u>15</u> | 7 | <u>6</u> | 1 | 1 |

| | | | | | |
|-------------------------------------|-----------|----|-----------|---|---|
| Gov. and Audit | 14 | 7 | 5 | 1 | 1 |
| General Purposes | 10 | 5 | 3 | 1 | 1 |
| B&EA Working Party | 6 | 3 | 2 | 1 | 0 |
| Constitutional Review Working Party | 6 | 3 | 1 | 1 | 1 |
| Totals | 78 | 38 | 27 | 7 | 6 |

2.10 The overall political balance calculations for the proposals are shown at Annex 1 to 3 respectively.

3.0 Recommendation

3.1 That Council agrees one of the proposals outlined at paragraphs 2.5 – 2.8 to achieve proportionality.

4.0 Nominations of Members to serve on Committees

4.1 Members are reminded that Section 16 of the Local Government and Housing Act 1989 states that where the Council has determined the allocation to different groups of the seats to which the Act applies, it shall be the duty of the authority to give effect to a Group's wishes about who is to be appointed to the seats that they have been allocated.

4.2 Therefore the corresponding amendments to group nominations as outlined below must also be made.

4.3 Option 1

4.3.1 That the Conservative Group will gain a seat on the Planning Committee and will need to make a new nomination to that Committee. In addition the Conservative group will also gain a seat on the Constitutional Review Working Party and will need to make a new nomination to that Committee.

4.3.2 This can be summarised as:

| Committee / Group | Current Position | New Position |
|--|------------------|-----------------------|
| Planning Committee | | |
| Conservative Group | No entitlement | New nomination needed |
| Constitutional Review Working Party | | |
| Conservative Group | No entitlement | New nomination needed |

4.4 Option 2

4.4.1 That the Conservative Group will gain a seat on the Planning Committee and will need to make a new nomination to that Committee. In addition the Conservative group will also gain a seat on the General Purposes Committee and will need to make a new nomination to that Committee.

4.4.2 This can be summarised in the table below:

| Committee / Group | Current Position | New Position |
|-----------------------------------|-------------------------|-----------------------|
| Planning Committee | | |
| Conservative Group | No entitlement | New nomination needed |
| General Purposes Committee | | |
| Conservative Group | No entitlement | New nomination needed |

4.5 Option 3

4.5.1 That the Conservative Group will gain a seat on the Planning Committee and will need to make a new nomination to that Committee. In addition the Conservative group will also gain a seat on the Overview and Scrutiny Panel and will need to make a new nomination to that Committee.

4.5.2 This can be summarised in the table below:

| Committee / Group | Current Position | New Position |
|------------------------------------|-------------------------|-----------------------|
| Planning Committee | | |
| Conservative Group | No entitlement | New nomination needed |
| Overview and Scrutiny Panel | | |
| Conservative Group | No entitlement | New nomination needed |

4.6 Option 4

4.6.1 If Council agrees its own solution to agree political proportionality then Council must note the relevant changes to group nominations to Committees, Panels and Boards that correspond with those changes.

5.0 Recommendation

5.1 To note the corresponding group nominations to Committees, Panels and Boards for the remainder of 2015/16 as per paragraph 3.1 of this report (The names of those Councillors so nominated will be presented at the meeting if needed).

6.0 Corporate Implications

6.1 Financial

6.1.1 There are no direct financial implications.

6.2 Legal

6.2.1 The composition and allocation of membership of committees has been based on the relevant legislative requirements.

6.3 Corporate

6.3.1 None.

6.4 Equity and Equalities

6.4.1 There are no specific equity and equality considerations that need to be addressed in this report.

7.0 Summary of Recommendations

| | |
|-----|---|
| 3.1 | That Council agrees one of the proposals outlined at paragraphs 2.5 – 2.8 to achieve proportionality. |
| 5.1 | To note the corresponding group nominations to Committees, Panels and Boards for the remainder of 2015/16 as per paragraph 3.0 of this report (The names of those Councillors so nominated will be presented at the meeting if needed). |

8.0 Decision Making Process

8.1 This report is for decision.

| | |
|------------------|---|
| Contact Officer: | Nick Hughes, Committee Services Manager |
| Reporting to: | Tim Howes, Director of Corporate Governance |

Annex List

| | |
|---------|--|
| Annex 1 | Proportionality calculations for main committees covered by Local Government & Housing Act 1989 Option 1 |
| Annex 2 | Proportionality calculations for main committees covered by Local Government & Housing Act 1989 Option 2 |
| Annex 3 | Proportionality calculations for main committees covered by Local Government & Housing Act 1989 Option 3 |

Corporate Consultation Undertaken

| | |
|----------------|--|
| Finance | Matthew Sanham, Finance Manager, Service Support |
| Legal | Tim Howes, Director of Corporate Governance |
| Communications | Hannah Thorpe, Head of Communications |

| Option 1 | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
|--|-----------|--------------|--------------|------------------------------|-------------|-----------|
| Overall Council | 56 | 27 | 19 | 5 | 4 | 1 |
| Groups only | 55 | 27 | 17 | 5 | 4 | |
| Under s15 LGHA 1989 proportionality applies in full | | | | | | |
| | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
| Planning Committee | 13 | 6 | 5 | 1 | 1 | |
| | 100.00% | 46.15% | 38.46% | 7.69% | 7.69% | |
| Licensing Board | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| Overview and Scrutiny Committee | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| Governance & Audit | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| General Purposes | 10 | 5 | 3 | 1 | 1 | |
| | 100.00% | 50.00% | 30.00% | 10.00% | 10.00% | |
| BEAWP | 6 | 3 | 2 | 1 | 0 | |
| | 100.00% | 50.00% | 33.33% | 16.67% | 0.00% | |
| CRWP | 7 | 3 | 2 | 1 | 1 | |
| | 100.00% | 42.86% | 28.57% | 14.29% | 14.29% | |
| Totals allocated | 78 | 38 | 27 | 7 | 6 | |
| | 100.00% | 48.72% | 34.62% | 8.97% | 7.69% | |
| Totals entitlement | 78 | 38.29 | 26.95 | 7.09 | 5.67 | |
| Difference from entitlement no. | 0 | -0.29 | 0.05 | -0.09 | 0.33 | |
| Difference from entitlement % | | -0.3730 | 0.0699 | -0.1166 | 0.4196 | |

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| Option 2 | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
|--|-----------|--------------|--------------|------------------------------|-------------|-----------|
| Overall Council | 56 | 27 | 19 | 5 | 4 | 1 |
| Groups only | 55 | 27 | 19 | 5 | 4 | |
| Under s15 LGHA 1989 proportionality applies in full | | | | | | |
| | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
| Planning Committee | 13 | 6 | 5 | 1 | 1 | |
| | 100.00% | 46.15% | 38.46% | 7.69% | 7.69% | |
| Licensing Board | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| Overview and Scrutiny Committee | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| Governance & Audit | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| General Purposes | 11 | 5 | 4 | 1 | 1 | |
| | 100.00% | 45.45% | 36.36% | 9.09% | 9.09% | |
| BEAWP | 6 | 3 | 2 | 1 | 0 | |
| | 100.00% | 50.00% | 33.33% | 16.67% | 0.00% | |
| CRWP | 6 | 3 | 1 | 1 | 1 | |
| | 100.00% | 50.00% | 16.67% | 16.67% | 16.67% | |
| Totals allocated | 78 | 38 | 27 | 7 | 6 | |
| | 100.00% | 48.72% | 34.62% | 8.97% | 7.69% | |
| Totals entitlement | 78 | 38.29 | 26.95 | 7.09 | 5.67 | |
| Difference from entitlement no. | 0 | -0.29 | 0.05 | -0.09 | 0.33 | |
| Difference from entitlement % | | -0.3730 | 0.0699 | -0.1166 | 0.4196 | |

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| Option 3 | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
|--|-----------|--------------|--------------|------------------------------|-------------|-----------|
| Overall Council | 56 | 27 | 19 | 5 | 4 | 1 |
| Groups only | 55 | 27 | 19 | 5 | 4 | |
| Under s15 LGHA 1989 proportionality applies in full | | | | | | |
| | Members | UKIP | Conservative | Democratic Independent Group | Labour | Non group |
| Planning Committee | 13 | 6 | 5 | 1 | 1 | |
| | 100.00% | 46.15% | 38.46% | 7.69% | 7.69% | |
| Licensing Board | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| Overview and Scrutiny Committee | 15 | 7 | 6 | 1 | 1 | |
| | 100.00% | 46.67% | 40.00% | 6.67% | 6.67% | |
| Governance & Audit | 14 | 7 | 5 | 1 | 1 | |
| | 100.00% | 50.00% | 35.71% | 7.14% | 7.14% | |
| General Purposes | 10 | 5 | 3 | 1 | 1 | |
| | 100.00% | 50.00% | 30.00% | 10.00% | 10.00% | |
| BEAWP | 6 | 3 | 2 | 1 | 0 | |
| | 100.00% | 50.00% | 33.33% | 16.67% | 0.00% | |
| CRWP | 6 | 3 | 1 | 1 | 1 | |
| | 100.00% | 50.00% | 16.67% | 16.67% | 16.67% | |
| Totals allocated | 78 | 38 | 27 | 7 | 6 | |
| | 100.00% | 48.72% | 34.62% | 8.97% | 7.69% | |
| Totals entitlement | 78 | 38.29 | 26.95 | 7.09 | 5.67 | |
| Difference from entitlement no. | 0 | -0.29 | 0.05 | -0.09 | 0.33 | |
| Difference from entitlement % | | -0.3730 | 0.0699 | -0.1166 | 0.4196 | |

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING

DATE..... **AGENDA ITEM**

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.