



Subject:	Fees for Street Trading Licences
Date:	19th April, 2017
Reporting Officer:	Stephen Hewitt, Building Control Manager, ext. 2435
Contact Officer:	Patrick Cunningham, Assistant Building Control Manager, ext. 6446

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	To consider proposed options regarding the appropriate level of fees which Belfast City Council may charge for Street Trading Licences.
2.0	Recommendations
2.1	<p>The Committee is requested to consider the contents of the report and the deferred Street Trading Fees report from your meeting in January 2017 and:</p> <ol style="list-style-type: none">choose which fee charging option you consider most appropriate to introduce for a Street Trading Licence, ordetermine appropriate fees for a Street Trading Licence arising from your discussions on the various options presented.

3.0	Main Report																																				
	<p data-bbox="276 248 432 277"><u>Key Issues</u></p> <p data-bbox="165 315 1469 479">3.1 Members will recall that, at your meeting in January, you considered the outcome of the public consultation on the proposed fees for Street Trading Licences and agreed to defer the report to enable officers to provide additional information, to examine options for introducing the proposed fees on a phased basis over the term of a licence and for establishing a fee for a one day licence.</p> <p data-bbox="165 517 1251 546">3.2 A copy of the minute from your January meeting is attached at Appendix 1.</p> <p data-bbox="165 584 1469 651">3.3 Below is a summary of the proposed fees which you provisionally agreed at your meeting on 15th June, 2016.</p> <table border="1" data-bbox="400 719 1342 1227"> <thead> <tr> <th colspan="2" data-bbox="400 719 1206 752">STATIONARY and MOBILE LICENCE</th> <th data-bbox="1206 719 1342 752">Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 752 1206 797">Application Fee - <i>Non refundable</i></td> <td data-bbox="1206 752 1342 797"></td> <td data-bbox="1206 752 1342 797">£617</td> </tr> <tr> <td data-bbox="400 797 1206 842">Renewal Application Fee - <i>Non refundable</i></td> <td data-bbox="1206 797 1342 842"></td> <td data-bbox="1206 797 1342 842">£523</td> </tr> <tr> <td data-bbox="400 842 1206 887">Licensed for Monday to Friday</td> <td data-bbox="1206 842 1342 887"></td> <td data-bbox="1206 842 1342 887">£1,500</td> </tr> <tr> <td data-bbox="400 887 1206 931">Licensed for Monday to Sunday</td> <td data-bbox="1206 887 1342 931"></td> <td data-bbox="1206 887 1342 931">£1,570</td> </tr> <tr> <td data-bbox="400 931 1206 976">Licensed for Weekend</td> <td data-bbox="1206 931 1342 976"></td> <td data-bbox="1206 931 1342 976">£1,350</td> </tr> <tr> <td data-bbox="400 976 1206 1021">Licensed for Sunday</td> <td data-bbox="1206 976 1342 1021"></td> <td data-bbox="1206 976 1342 1021">£1,220</td> </tr> <tr> <th colspan="2" data-bbox="400 1021 1206 1055">TEMPORARY LICENCE</th> <th data-bbox="1206 1021 1342 1055"></th> </tr> <tr> <td data-bbox="400 1055 1206 1099">Application Fee - <i>Non refundable</i></td> <td data-bbox="1206 1055 1342 1099"></td> <td data-bbox="1206 1055 1342 1099">£677</td> </tr> <tr> <td data-bbox="400 1099 1206 1144">Licence Fee</td> <td data-bbox="1206 1099 1342 1144"></td> <td data-bbox="1206 1099 1342 1144">£130</td> </tr> <tr> <td data-bbox="400 1144 1206 1189"></td> <td data-bbox="1206 1144 1342 1189"></td> <td data-bbox="1206 1144 1342 1189"></td> </tr> <tr> <td data-bbox="400 1189 1206 1227">Variation of Licence Particulars</td> <td data-bbox="1206 1189 1342 1227"></td> <td data-bbox="1206 1189 1342 1227">£440</td> </tr> </tbody> </table> <p data-bbox="276 1301 727 1330">Implementation of Revised Fees</p> <p data-bbox="165 1368 1469 1464">3.4 Members may wish to note that, when they set revised fees our existing Stationary and Mobile, licensees will only pay the new licence fee at the commencement of their next trading year.</p> <p data-bbox="165 1503 1469 1599">3.5 For example, a trader who was granted a 3 year licence in December 2016, will not pay any reviewed annual licence fee until December 2017. Additionally they will not pay the revised renewal fee until December 2019.</p> <p data-bbox="276 1637 448 1666"><u>Fee Options</u></p> <p data-bbox="165 1704 1469 1800">3.6 A number of fee charge options are outlined below for consideration following your previous meeting. To assist the Committee, an overview of all of the options below is attached at Appendix 2.</p>	STATIONARY and MOBILE LICENCE		Fee	Application Fee - <i>Non refundable</i>		£617	Renewal Application Fee - <i>Non refundable</i>		£523	Licensed for Monday to Friday		£1,500	Licensed for Monday to Sunday		£1,570	Licensed for Weekend		£1,350	Licensed for Sunday		£1,220	TEMPORARY LICENCE			Application Fee - <i>Non refundable</i>		£677	Licence Fee		£130				Variation of Licence Particulars		£440
STATIONARY and MOBILE LICENCE		Fee																																			
Application Fee - <i>Non refundable</i>		£617																																			
Renewal Application Fee - <i>Non refundable</i>		£523																																			
Licensed for Monday to Friday		£1,500																																			
Licensed for Monday to Sunday		£1,570																																			
Licensed for Weekend		£1,350																																			
Licensed for Sunday		£1,220																																			
TEMPORARY LICENCE																																					
Application Fee - <i>Non refundable</i>		£677																																			
Licence Fee		£130																																			
Variation of Licence Particulars		£440																																			

OPTION 1

- 3.7** By far the largest single expense identified in dealing with the Street Trading Licensing scheme arises from the tasks associated with the application for the grant of a new licence.
- 3.8** We have critically re-visited the amount of time spent on each task and have identified some areas where processes could be streamlined with enhanced use of IT systems in an effort to reduce costs.
- 3.9** We have also examined the current frequency of licence compliance checks for permanent traders to determine if we can reduce that element of the costs.
- 3.10** Currently, Stationary and Mobile traders are inspected 4 times a year. It is proposed to reduce the number of inspections to 1 compliance visit per year. Should Members agree to this option, the effectiveness of this reduced level of compliance checks will be monitored closely.
- 3.11** A detailed review of the reports brought before Committee for consideration was undertaken. Approximately 50% of Stationary and Mobile licence applications and 33% of Temporary Licence applications are considered at Committee.
- 3.12** By recovering the respective percentage cost for the applications that are considered by Committee and spreading it across all of the respective licences we are further able to reduce each application cost.
- 3.13** In 2002, when the first fees were calculated, it was envisaged that Designation would not happen yearly. Members will be well aware that Designation has subsequently become an annual consideration as there have been regular requests from both the Council and from members of the public for new areas to be designated.
- 3.14** For this option, it is proposed that Designation will not take place yearly, but every other year, thus the Designation cost can be halved and spread across two years.
- 3.15** This saving will not change the cost of a Temporary Licence as the Designation costs are not applied to this type of licence.
- 3.16** By undertaking these proposals the following revised fees have been calculated:

STATIONARY and MOBILE LICENCE		Proposed fee	
Application Fee - <i>Non refundable</i>	£ 432.25	£ 430	
Renewal Application Fee - <i>Non refundable</i>	£ 337.50	£ 340	
			<i>Per Week</i>
Licensed for Monday to Friday	£ 1,064.75	£ 1,065	£ 20.48
Licensed for Monday to Sunday	£ 1,086.50	£ 1,085	£ 20.87
Licensed for Weekend	£ 956.00	£ 956	£ 18.38
Licensed for Sunday	£ 956.00	£ 956	£ 18.38

TEMPORARY LICENCE			
Application Fee - <i>Non refundable</i>	£ 432.25	£ 400	
Licence Fee	£ 130.50	£ 130	
Variation of Licence Particulars	£ 315.75	£ 315	

- 3.17** What these new fees will mean for an existing mobile trader who trades Monday to Sunday is shown below. Over the 3 years the cost of having a licence will increase by £829 or on average £276 per year which equates to £5.30 per week.

	Year 1	Year 2	Year 3	over 3 years
Old fee	£1,002	£882	£882	£2,766
New fee	£1,425	£1,085	£1,085	£3,595

- 3.18** The cost of a Temporary licence for the 12th July or Saint Patrick's day is currently £165. Under this option it will be now be £530, an increase of £365.

OPTION 2

- 3.19** Another option to consider would be to apply the cost of inflation to the current fees set in 2002 to determine the 2017 fees.

- 3.20** Adopting this option will give Committee, in any future fee review exercise, a better baseline for comparison as these fees will be more relevant to present day monetary value.

- 3.21** However, this option will not address the significant shortfall in cost recovery for the licensing application process.

- 3.22** This option would also require the use of the current charging structure and not the proposed new fee structure consulted on in June 2016 which had included, for example, a reduced fee for the renewal of a licence and the harmonisation of mobile and stationary licence fees.

- 3.23** However, by using the original fee structure this would address Members concerns regarding the increased cost of a Temporary Licence for one day.

- 3.24** The cost of inflation increase was determined using the Bank of England's inflation calculator.

STATIONARY LICENCE	Current	Inflation	Proposed fee
Application Fee - Non refundable	£ 100	£ 149.29	£ 150
Licensed for Monday to Friday	£ 629	£ 939.02	£ 940
Licensed for Monday to Saturday	£ 800	£1194.30	£1,195
Licensed for Monday to Sunday	£1017	£1518.26	£1,520
Licensed for Saturday	£ 426	£ 635.97	£ 635
Licensed for Sunday	£ 472	£ 704.64	£ 705

MOBILE LICENCE			
Application Fee - Non refundable	£ 120	£ 179.15	£ 180
Licensed for Monday to Friday	£ 429	£ 640.44	£ 640
Licensed for Monday to Saturday	£ 628	£ 937.53	£ 940
Licensed for Monday to Sunday	£ 882	£1316.72	£1,315
Licensed for Saturday	£ 199	£ 297.08	£ 295
Licensed for Sunday	£ 254	£ 379.19	£ 380
TEMPORARY LICENCE			
Application Fee - <i>Non refundable</i>	£ 120	£ 179.15	£ 180
Licensed for Monday to Friday, per day	£ 26	£ 38.81	£ 39
Licensed for Saturday	£ 36	£ 53.74	£ 54
Licensed for Sunday or Public holiday	£ 45	£ 67.18	£ 67
Variation of Licence Particulars	£ 50	£ 74.64	£ 75

- 3.25** What these new fees will mean for an existing mobile trader who trades Monday to Sunday is shown below. Over the 3 years the cost of having a licence will increase by £1,359 or on average £453 per year which equates to £8.71 per week.

	Year 1	Year 2	Year 3	over 3 years
Old fee	£1,002	£882	£882	£2,766
New fee	£1,495	£1,315	£1,315	£4,065

- 3.26** The cost of a Temporary licence for the 12th July or Saint Patrick's day is currently £165. Under this option it will be now be £247, an increase of £82.

OPTION 3

- 3.27** For completeness a further option is to consider the proposed fees you provisionally agreed at your meeting of 15th June 2016:

STATIONARY and MOBILE LICENCE	Fee
Application Fee - <i>Non refundable</i>	£ 617
Renewal Application Fee - <i>Non refundable</i>	£ 523
Licensed for Monday to Friday	£1,500
Licensed for Monday to Sunday	£1,570
Licensed for Weekend	£1,350
Licensed for Sunday	£1,220

TEMPORARY LICENCE

Application Fee - <i>Non refundable</i>	£ 677
Licence Fee	£ 130
Variation of Licence Particulars	£ 440

3.28 What these new fees will mean for an existing mobile trader who trades Monday to Sunday is shown below. Over the 3 years the cost of having a licence will increase by £2,467 or on average £822 per year which equates to £15.80 per week.

	Year 1	Year 2	Year 3	over 3 years
Old fee	£1,002	£882	£882	£2,766
New fee	£2,093	£1,570	£1,570	£5,233

3.29 The cost of a Temporary licence for 12th July or Saint Patrick's day is currently £165. Under this option it will be now be £807, an increase of £642.

Additional Request from the Committee

Trading one Day a Week - Monday to Friday

3.30 Committee, at your meeting in January 2017, asked Officers to consider the fee for a permanent trader who has a Monday – Friday licence but only trades on one day during the week.

3.31 It must be stated that the costs associated with processing the grant or renewal of the licence is the same whether it is used for one day or every day of the week. However, based on the original proposed fees of £1,500 (Mon-Fri) Members may wish to consider using a fifth of that cost and decide that a fee of £300 is set specifically for one day's trade. This fee can be set dependant on what Options above Committee agree on.

Financial and Resource Implications

3.32 There are significant financial and resource implication associated with this report.

3.33 The proposed Licence fees at option 3 are most likely to ensure the cost of the operational and administration processes are proportionate to the licensing scheme; particularly in relation to the costs for processing a grant or renewal of licence application.

Equality or Good Relations Implications

3.34 The Council's Equality and Diversity Officer has been consulted and there are no issues with regards to the setting of fees.

4.0 Documents Attached

- Appendix 1 – Copy of the minute – January, 2017
- Appendix 2 – Overview of fee options