

Notice of Meeting



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Licensing Committee

Monday 4 November 2024 at 4.30 pm
In the Council Chamber, Council Offices,
Market Street, Newbury

This meeting will be streamed live here: [Link to Licensing Committee broadcasts.](#)
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Date of despatch of Agenda: Friday 25 October 2024

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Ben Ryan (Democratic Services Officer) on (01635) 503973 e-mail: Benjamin.Ryan1@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



To: Councillors Jeremy Cottam (Chairman), Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Jane Langford, David Marsh, Justin Pemberton, Stephanie Steevenson, Clive Taylor and Martha Vickers

Agenda

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1. Apologies To receive apologies for inability to attend the meeting (if any).	5 - 6
2. Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 8 July 2024.	7 - 10
3. Declarations of Interest To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' Code of Conduct .	11 - 12
4. Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005 <i>Purpose: To consider the responses received during the eight-week consultation period on the revised draft Statement and make a recommendation to Council that it adopts the amended Statement of Licensing Policy Principles (hereafter referred to as The Statement) under the Gambling Act 2005 (the Act) as set out in Appendix A.</i>	13 - 66
5. Licensing Fees and Charges 2025/26 <i>Purpose:</i> 1.1 <i>To inform the Licensing Committee about the Public Protection Partnership's Fees and Charges which were proposed by the Joint Public Protection Committee at its meeting on the 11 October 2024. Each partner Council is required to review the fees and charges on an annual basis. Appendix A details the fees and charges for 2025/26 proposed for the Public Protection Service.</i> 1.2 <i>To consider the proposals for the statutory consultation associated with the fees and charges for private hire operator, and hackney carriage and private hire vehicle licence fees</i>	67 - 92
6. Forward Plan	93 - 94



Agenda - Licensing Committee to be held on Monday 4 November 2024 *(continued)*

Sarah Clarke.

Sarah Clarke
Service Director – Strategy and Governance

If you require this information in a different format or translation, please contact Ben Ryan (Democratic Services Officer) on telephone (01635) 503973.



West Berkshire
C O U N C I L

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Licensing Committee – 04 November 2024

Item 1 – Apologies for absence

Verbal Item

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 8 JULY 2024

Councillors Present: Jeremy Cottam (Chairman), Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Jane Langford, David Marsh, Justin Pemberton, Stephanie Steevenson, Clive Taylor and Martha Vickers

Also Present: Sean Murphy (Service Lead - Public Protection), Joe Mannix (Licensing Officer), and Moira Fraser (Principal Officer - Policy & Governance)

Apologies for inability to attend the meeting: Councillors Nigel Foot and Paul Kander

PART I

3. Minutes

The Minutes of the meeting held on 8 January 2024 and 9 May 2024 were approved as true and correct records and signed by the Chairman.

4. Declarations of Interest

Councillor Jane Langford declared an interest in Agenda Item 6 by virtue of the fact that she used taxis on a regular basis, but reported that, as her interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, she determined to remain to take part in the debate and vote on the matter.

5. West Berkshire Council Licensing Annual Report 2023/24

The Committee considered the West Berkshire Council Licensing Annual Report (Agenda Item 4), which was introduced by Moira Fraser.

Members asked how the Public Protection Partnership (PPP) would discharge its additional duties, particularly those relating to single use plastics and reducing violence against women and girls.

Officers confirmed that in relation to single use plastics, the initial focus was on raising awareness amongst local businesses. Any issues were being picked up as part of routine visits (e.g., hygiene inspections, trading standards or licensing). Compliance had been found to be very high.

Officers regularly met with Thames Valley Police to discuss reducing violence against women and girls. Businesses operating within the night-time economy were encouraged to adopt the 'Ask for Angela' initiative and this was being integrated into the PPP's inspections pro-forma. Businesses with younger customers (especially the larger chains), were found to be more likely to be aware of the scheme and to promote it to their customers.

The Committee acknowledged that the PPP had been stretched in recent months and commended the officers who had worked very hard and had 'gone the extra mile' to deliver services. Members welcomed the news that the service was now up to full strength.

LICENSING COMMITTEE - 8 JULY 2024 - MINUTES

Members also asked for further detail about the apprentices. It was confirmed that three out of four apprentices in the first cohort had successfully completed their training, and the fourth had just sat their exams. Two officers were undertaking Level 6 apprenticeship in Trading Standards and another officer was starting their second year of their Environmental Health Level 6 qualification. The service would take on a new cohort of apprentices in due course.

Members praised the format of the annual report as being easy to read and understand, but asked if trend data could be included within the statistics to highlight areas of concern. It was confirmed that the overall picture in West Berkshire was positive.

Members asked for more detail in relation to complaints. Officers did not have information available in relation to recent complaints, but undertook to provide this within future reports.

Action: Information on complaints to be included in future annual reports.

The Committee welcomed progress made in supporting the taxi trade to switch to greener vehicles.

Members asked about licences granted for people training animals for exhibition. Officers did not have details about recent licences, but explained that these covered petting farms, falconry centres, and even animals appearing in television programmes. Licences had associated inspection regimes.

Action: Sean Murphy to provide Members with details of the current licences for people training animals for exhibition.

The Committee noted the increase in dermal personal and premises registrations and asked about the associated inspection regime. It was explained that there were standard inspections covering aspects such as handwashing facilities, sanitation/cleaning of equipment and use of non-porous surfaces in order to minimise spread of disease.

Members asked about knowledge of/compliance with the new regulations related to single use plastics and whether the regulations were particularly complex. Those working with the Plastic Free Community in Thatcham had found that some businesses were not aware of the new regulations.

Officers acknowledged that there was always more that could be done around communications and awareness raising. However, the PPP had written to businesses to advise them of the requirements of the new regulations, and this was being picked up as part of routine inspections. Officers were not aware of any lack of compliance, but welcomed intelligence that could inform inspections. It was suggested that this may be more of an issue for fairs and mobile catering.

RESOLVED to approve the West Berkshire Council Licensing Annual Report 2023/24.

6. **Draft Statement of Gambling Principles 2025-2028**

The Committee considered the Draft Statement of Gambling Principles 2025-2028 (Agenda Item 5), which was introduced by Moira Fraser.

It was suggested that further clarification should be provided in relation to the different categories of gambling machines.

Members welcomed schools being consulted and suggested that engagement should also take place via local youth centres (e.g., Waterside Centre). Feedback from previous consultations had suggested that the wording should be amended when consulting young people.

LICENSING COMMITTEE - 8 JULY 2024 - MINUTES

RESOLVED:

- That the draft revised Statement of Gambling Principles prepared under Section 349 of the Gambling Act 2005 as appended to the report be approved for consultation.
- That the Service Lead: Public Protection be authorised to proceed with formal consultation for an 8 week period between the 18 July 2024 and the 12 September 2024 and that the parties as set out in paragraph 5.9 of the report be consulted.
- That any comments on the revised Draft Statement be brought to the Licensing Committee meeting on 4 November 2024 for discussion prior to the report being formally presented for adoption at the 28 November 2024 Council meeting.

7. Update on Hackney Carriage Tariffs 2024

The Committee considered the Update on Hackney Carriage Tariffs 2024 (Agenda Item 6), which was introduced by Moira Fraser.

Members had no comments or queries in relation to this report.

RESOLVED to note the report.

8. Forward Plan

The Committee reviewed the Forward Plan (Agenda Item 7).

It was suggested that if future applications had supporting photos, maps and plans (similar to the approach used at Area Planning Committees), this might reduce the need for Members to make site visits.

Action: Officers to include photos, maps and plans with future applications.

It was suggested that Licensing Sub-Committee Members could be asked at the outset if they would like a site visit to be arranged.

(The meeting commenced at 4.30 pm and closed at 5.10 pm)

CHAIRMAN

Date of Signature

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Licensing Committee – 04 November 2024

Item 3 – Declarations of Interest

Verbal Item

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Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

Committee considering report:	Council
Date of Committee:	04 November (Licensing Committee) 28 November 2024 (Council)
Portfolio Member:	Councillor Justin Pemberton
Date Portfolio Member agreed report:	08 October 2024
Report Author:	Moira Fraser
Forward Plan Ref:	C4519

1 Purpose of the Report

- 1.1 To consider the responses received during the eight-week consultation period on the revised draft Statement and make a recommendation to Council that it adopts the amended Statement of Licensing Policy Principles (hereafter referred to as The Statement) under the Gambling Act 2005 (the Act) as set out in Appendix A.

2 Recommendation

- 2.1 That the Licensing Committee:
- (a) Is informed about the outcome of the consultation.
 - (b) Considers any further amendments needed to be made to the draft arising from the consultation.
 - (c) Recommends to Full Council that the Statement be adopted, subject to any amendments agreed at this meeting.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The costs of producing this report and running the consultation exercise were met from within the existing Public Protection Partnership budgets.

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

	There are no direct costs associated with the implementation of the Statement.			
Human Resource:	None. Implementation of the Statement will constitute Business as Usual for the Licensing Team.			
Legal:	This Statement of Principles must be published in accordance with s349 of Gambling Act 2005 (hereafter referred to as The Act) and is required to set out the principles that the licensing authority proposes to apply when exercising its functions under the Act. The licensing authority must publish its Statement of Principles at least every three years.			
Risk Management:	The Council is required to renew the statement every three years. A failure to do so and consult properly. could result in any decisions and the Statement being challenged in the Courts.			
Property:	None			
Policy:	The licensing authority must publish its Statement of Principles at least every three years. The previously adopted iteration is due to expire in January 2025. The Council is required to consult on any changes being proposed.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

<p>A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>		<p>X</p>	<p>In applying this policy, no particular group is given priority over another in relation to implementation of the Statement and how any applicant is dealt with. Applications are assessed on their individual merits. Where applicants ask for information in alternate formats these can be provided.</p> <p>The Council is not in a position where it can proactively affect the profile of licence holders, but the Statement ensures that the process of obtaining a licence is fair and free of discrimination and there are no barriers to anyone making an application.</p> <p>No comments received during the consultation related to equalities matters.</p> <p>On consideration, the overall conclusion of the EIA is that there is no negative impact on any characteristic or group as a result of this Statement.</p>
<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		<p>X</p>	<p>The protection of children and other vulnerable people from gambling within the Statement clearly has a benefit relating to these groups. For most gambling activity you must be 18 (16 for some activities), and so the statement of principles protects those of this age. References to age are made throughout the document i.e. Protecting children from being harmed or exploited by gambling is a key Licensing objective enshrined in the legislation.</p> <p>Within society there are vulnerable people who may develop addictions to gambling. Whilst the law requires licensed gambling premises to monitor those who gamble regularly and also to have self-exclusion schemes, historically this has been a difficult problem to deal with. We did receive some comments around the definition of vulnerable people. Please see response in paragraphs 5.16 to 5.21 of the report.</p>

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

Environmental Impact:		X		There are no environmental implications that result from the Statement.
Health Impact:		X		<p>Gambling related harm is recognised as a ‘co-morbidity’ (i.e. one of a range of conditions existing in an individual that exacerbates pre-existing conditions and contributes toward a reduced life expectancy). It is often observed in people who suffer from poor mental health, stress or anxiety, substance misuse and by those in financial difficulties.</p> <p>Information on some of these issues can be found on the Public Health for Berkshire website at: https://westberkshire.berkshireobserver.co.uk/health-and-social-care/</p> <p>This Statement sets out our expectations of operators of gambling premises and is kept under review.</p>
ICT Impact:		X		None
Digital Services Impact:		X		<p>The consultation and outcome were published on the Council’s Consultation Hub as well as on the PPP website.</p> <p>The final Statement will be published on the Strategies, Policies and Plans webpage: Strategies, policies and plans - West Berkshire Council and will also be published on the PPP’s webpage: Gambling premises licences - PPP (publicprotectionpartnership.org.uk)</p>
Council Strategy Priorities:		X		<ul style="list-style-type: none"> • Protecting and enhancing our environment • Stronger communities • Great place to live, learn and do business
Core Business:		X		Enactment, administration and enforcement of this policy will constitute

				business as usual activity for the Licensing Team
Data Impact:		X		All information collected as a result of the consultation and any data collected during the processing of applications will be dealt with in accordance with the relevant privacy statement .
Consultation and Engagement:	The draft Statement of Gambling Policy was the subject of an eight-week public consultation.			

4 Executive Summary

- 4.1 This Statement has to be published in accordance with s349 of the Act and is required to set out the principles that the licensing authority proposes to apply when exercising its functions under the Act. The licensing authority must publish its Statement at least every three years. The current Statement is due to expire in January 2025.
- 4.2 The purpose of the Statement is to guide the administration of licensing under the Act and will assist in ensuring that an appropriate balance is drawn between the interests of those wishing to provide and take part in legal gambling, and those who might be affected by such activities. The Council continues to work with the police, licence holders, responsible authorities and other agencies to achieve this objective.
- 4.3 Under the Act, the licensing authority is required to consult a number of parties as a minimum before finalising its Statement. The consultation, which was undertaken between the 18 July 2024 and 12 September 2024, has now been concluded and the responses collated.
- 4.4 The Licensing Committee is being asked to consider the outcome and then recommend to Full Council that the revised Statement of Gambling Principles be adopted subject to the inclusion of any amendments put forward at the meeting.

5 Supporting Information

Introduction

- 5.1 The Act removed from the Magistrates' Court all responsibility for granting gaming and betting permissions. It introduced the Gambling Commission, which, alongside licensing authorities, assumed a shared responsibility for all matters previously regulated by Magistrates.
- 5.2 The Act came fully into effect on 1 September 2007. It created a revised system of licensing and regulation for commercial gambling. This Act gives the 'Licensing Authority' a number of important regulatory functions in relation to gambling. The main functions are to:

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

- licence premises for gambling activities.
- consider notices given for the temporary use of premises for gambling.
- grant permits for gaming and gaming machines in clubs and miners' welfare institutes.
- regulate gaming and gaming machines in alcohol licensed premises.
- grant permits to family entertainment centres for the use of certain lower stake gaming machines.
- grant permits for prize gaming.
- consider occasional use notices for betting at tracks; and
- register small societies' lotteries.

5.3 The Act (section 349) also requires the Council to prepare, adopt and publish a "Statement of Principles" setting out the Licensing Authority's approach to applications under the Act and the information it expects applicants to provide at least every three years.

5.4 The current Statement was adopted at the Full Council meeting on 02 December 2021 and was published and came into effect on 31 January 2022. The Statement must therefore be revised and republished by the 31 January 2025.

5.5 The purpose of the Statement is to guide the administration of licensing under the Act and will assist in ensuring that an appropriate balance is drawn between the interests of those wishing to provide and take part in legal gambling, and those who might be affected by such activities. The Council continues to work with the police, licence holders, responsible authorities and other agencies to achieve this objective.

5.6 The Act contains three licensing objectives that underpin the functions that the Licensing Authorities perform, and which are central to the regulatory regime. They are:

- I. preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
- II. ensuring that gambling is conducted in a fair and open way.
- III. protecting children and other vulnerable persons from being harmed or exploited by gambling.

5.7 In September 2024 West Berkshire had nine Adult Gaming Centres, 11 Betting Premises, eight Club Machine Permits, three Family Entertainment Centres, eight Gaming Machine Permit (more than 2 machines) on premise which holds premise alcohol licence and 81 Notification of 2 or less machines with Premise Alcohol Licence. We also have 162 Small Society Lottery registrations.

Background

5.8 When amending the Statement, the Council is required to undergo a period of consultation on the draft Statement to establish local issues of concern and to address those concerns as far as appropriate within the statement.

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

- 5.9 It was noted at the July 2024 Licensing Committee that the [current Statement](#) was comprehensively reviewed in 2022 to reflect the updated Guidance published by the Gambling Commission. The current Statement has not been the subject of any legal challenge or complaint and therefore remains fit for purpose. Officers proposed updating the population data in the document and Members requested that some additional information on gaming machines be included in the glossary prior to any consultation taking place. These changes are highlighted in yellow on the attached document (Appendix A)
- 5.10 The Licensing Committee agreed that, subject to the inclusion of the above amendments, the Statement be subjected to an eight-week consultation period between 18 July 2024 and the 12 September 2024.
- 5.11 They also agreed that a wide range of stakeholders be contacted as part of the consultation, including:
- Thames Valley Police
 - Royal Berkshire Fire and Rescue Service
 - Environmental Health
 - Health and Safety Executive
 - Gambling Commission
 - Berkshire West Safeguarding Children's Partnership
 - West of Berkshire Safeguarding Adults Board
 - Public Health
 - Health and Wellbeing Board
 - Berkshire Healthcare NHS Foundation Trust
 - Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System
 - and other interested bodies (see Appendix A to the Statement)
- 5.12 The outcome of the consultation is set out in Appendix B to the report. The Council received six responses to the consultation which is a slight increase on the two responses received in relation to the consultation on the previous Statement.
- 5.13 Three of the responses were supportive of the amended policy. One sought clarification of the wording in relation to 'Exempt Lottery' in the glossary and two responses focussed on the definition of vulnerable persons in the Statement. A query was also raised about mandatory training for staff in gambling premises and the authority's objectives to permit the use of premises for gambling.
- 5.14 Amendments arising from the comments received during the consultation are set out in red text on the proposed draft Statement.

Key Changes to the Draft Statement Following the Consultation

- 5.15 It is proposed that in relation to the Exempt Lottery the following wording be included in the glossary - add in brackets (requires to be registered with the local authority as per this section (*linking to the section*)) to avoid any ambiguity.
- 5.16 In terms of the definition of vulnerable persons the Gambling Act 2005 does not define "vulnerable persons" and neither has the Gambling Commission attempted to do so. The Commission does say that it includes:

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

- people who spend more money and/or time gambling that they want to.
- people who gamble beyond their means.
- people who may not be able to make informed or balanced decisions about gambling, for example because of health problems, learning disability, or substance misuse relating to alcohol all drugs.

5.17 In response to the comments raised during the consultation it is proposed that the following wording be added to the penultimate paragraph of section 2.4 “noting that people who struggle with gambling addiction may not necessarily or automatically be defined as vulnerable.”

5.18 In terms of the query raised about the Council’s objectives to permit the use of premises for gambling it was noted that The Act is a permissive piece of legislation that requires that gambling is allowed unless there is good reason that it should not i.e. it contravenes the three licencing objectives.

5.19 Section 153 of the explanatory notes attached to The Act sets out the principles that licensing authorities should apply when exercising their premises licensing functions. They **must** aim to permit the use of premises for gambling, in so far as the authority thinks that permission:

- accords with relevant Commission codes of practice and guidance issued by the Commission.
- is reasonably consistent with the licensing objectives; and
- is in accordance with the authority’s three-year licensing policy.

5.20 The notes go on to state that under legislation repealed by the Act, it had been a requirement that the grant of certain gambling permissions should take account of whether there is unfulfilled demand for the facilities. This was the case, for example, for a casino licence under Part II of the Gaming Act 1968 or a bookmaker’s permit under the Betting, Gaming and Lotteries Act 1963. Unmet demand is **not** to be a criterion that a licensing authority is permitted to take into account when considering an application for a premises licence under The Act.

5.21 It is therefore proposed that no amendments be made to the draft Statement in this regard.

5.22 In terms of making the training mandatory it is noted that it is a mandatory requirement that staff working in gambling premises operated by a business licensed by the Gambling Commission receive such training under the conditions and codes of practice attached to their operating licence issued by the Commission.

5.23 This would apply to, for example, casinos and betting shops. However, not all gambling premises are operated by a business that is licensed by the Gambling Commission. For example, a family entertainment centre that only provides category D gaming machines (which can be played by under 18’s) operates under a permit issued by the licensing authority. The Act expressly states that conditions cannot be attached to such a permit.

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

- 5.24 It is therefore not possible to provide for mandatory training of staff who work in these premises. The inclusion of the term “best practice” in the Statement is therefore a way in which the licensing authority can set out its expectation as far as these other premises (not subject to Gambling Commission licence conditions) are concerned.
- 5.25 It is therefore proposed that no amendments be made to the draft Statement in this regard.

6 Other options considered

- 6.1 None. It is a statutory requirement to review and publish this policy.

7 Conclusion

- 7.1 Members of the Licensing Committee are asked to consider the draft Statement, and the comments received during the consultation period. Following on from the discussion the draft document should be recommended to Council for approval at the 28 November 2024 meeting subject to the inclusion of any additional amendments agreed at the meeting. The updated Statement must be published by the 31 January 2025.

8 Appendices

- 8.1 Appendix A – Draft Statement of Gambling Principles 2025 – 2028
- 8.2 Appendix B – Outcome of the Consultation

Background Papers:

- [The Gambling Act 2005](#)
- [The current Statement of Gambling Principles](#)
- [The Government White Paper : High stakes: gambling reform for the digital age](#)
- [Guidance to licensing authorities \(gamblingcommission.gov.uk\)](#)
- [Guidance to licensing authorities - Gambling Commission](#)

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Adoption of the Revised Statement of Licensing Policy Principles Under S.349 Of the Gambling Act 2005

- Considered or reviewed by Scrutiny Commission or associated Committees,
Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: All

Officer details:

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Draft Statement of Gambling Principles

January 2025 - January 2028

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Part A - General

1.1 Introduction

The Gambling Act 2005 (referred to in this document as ‘the Act’) requires the Council to prepare and publish a Statement of Gambling Principles (‘Statement’) that sets out the policies and principles that West Berkshire Council as Licensing Authority (‘the Licensing Authority’) will generally apply when discharging their responsibilities under the Act. It also gives details of our expectations of applicants and licence holders.

The purpose of this Statement is to provide guidance to committees and officers determining matters under delegated authority, and to provide consistency to decision-making. However, as each case will always be determined on its own merits, where the circumstances justify doing so, the Licensing Authority may depart from any provision of this Statement, or of the Guidance to Licensing Authorities issued by the Gambling Commission (‘the Guidance’), to make an appropriate decision based upon the individual circumstances of a particular case. In any such case the Licensing Authority will give a clear explanation and reasons for its decision.

This Statement is not intended to override the right of any person to make an application under the Act, and to have that application considered on its merits. Equally, the Statement is not intended to undermine the right of any person to make representations about an application or to seek a review of a licence where provision has been made for them to do so.

This Statement has been prepared having regard to the licensing objectives of the Act, the Guidance, and any responses from those consulted during the preparation of the Statement. A list of those consulted can be found at Appendix A. The full list of comments made and the consideration by the Council of those comments is available on request. The agenda and minutes of the Council meeting where the Statement was considered can be viewed on the Council website [here](#).

The Statement will come into effect on the 31 January 2025 and will be reviewed as necessary, and at least every three years from the date of adoption.

1.2 The District of West Berkshire

West Berkshire Council is a Unitary Authority and is predominantly rural, with an area making up over half of the geographical county of Berkshire, covering an area of 272 square miles. West Berkshire has an estimated resident population of 162,215 according to the Office of National Statistics at mid-year 2022 (data released on 23 November 2023).

The District is perceived to be in an area of some affluence having five main areas of conurbation spread evenly across the Council’s area of jurisdiction. Newbury Racecourse is situated in the largest town in the District and some

rural areas of the District are world renowned for their involvement in the training and stabling of racehorses.

1.3 The Licensing Objectives

In exercising functions under the Act, the Licensing Authority will have regard to the licensing objectives as set out in 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.

The Licensing Authority is aware that, in accordance with section 153 of the Act, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- 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 Licensing Authority's statement of principles.

1.4 Licensable Activities

'Gambling' is defined in the Act as either gaming, betting, or taking part in a lottery.

- 'Gaming' means playing a game of chance for a prize.
- 'Betting' means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not.
- 'A Lottery' is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process or a series of processes which relies wholly on chance.

The Act provides for three categories of licence:

- Operating Licences
- Personal Licences

- Premises Licences.

The Gambling Commission is responsible for remote (online) and non-remote (land-based) gambling, for which it issues operating licences and personal licences.

The Licensing Authority is responsible for issuing premises licences and provisional statements for the following types of premises:

- Casinos
- Bingo Premises
- Betting Premises and Tracks
- Adult Gaming Centres
- Family Entertainment Centres.

Additional functions of the Licensing Authority are to:

- issue permits for gambling and gaming machines in clubs;
- receive notifications from alcohol licensed premises of the use of up to two gaming machines and issue licensed premises gaming machine permits where there are more than two machines;
- issue permits to family entertainment centres;
- issue permits for prize gaming;
- receive and endorse temporary use notices;
- receive occasional use notices for betting at tracks;
- register small society lotteries;
- undertake compliance and enforcement responsibilities;
- provide details of licences issued, to the Gambling Commission;
- maintain registers of permits and licences that are issued under the Act.

1.5 Responsible Authorities

Responsible authorities must be notified of all premises licence applications and are entitled to make representations if they are relevant to the licensing objectives. Section 157 of the Act defines those authorities as:

- The Gambling Commission;

- the chief officer of police or chief constable for the area in which the premises are wholly or partially situated;
- the local fire authority;
- the local planning authority;
- the environmental health authority;
- the child protection body designated by the Licensing Authority;
- HM Revenue and Customs;
- the Licensing Authority.

The Licensing Authority is required by regulations to state the principles it will apply in exercising its 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 principles are:

- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

The Licensing Authority designates the Local Safeguarding Children Board for this purpose.

The contact details for all the Responsible Authorities under the Gambling Act 2005 are available [here](#).

1.6 Interested Parties

Interested parties can make representations about premises licence applications or apply for a review of an existing licence. Interested parties will be required to relate their representation to one or more of the matters referred to in section 153 of the Act (see section 1.3 above).

An interested party is someone who:

- lives sufficiently close to the premises to be likely to be affected by the authorised activities; or
- has business interests that might be affected by the authorised activities; or
- represents persons in either of the two groups above.

In determining whether someone lives sufficiently close to particular premises so as to be affected, the Licensing Authority may take into account, amongst other things:

- the size and nature of the premises;
- the distance of the premises from the person making the representation;
- the nature of the complaint;
- the potential impact of the premises.

In determining whether a person has a business interest which could be affected, the Licensing Authority may consider, amongst other things:

- the size of the premises;
- the catchment area of the premises; and
- whether the person making the representation has business interests in the catchment area that might be affected.

The Licensing Authority will interpret the phrase “business interest” widely and not merely confine the phrase to meaning those engaged in trade and commerce. It may therefore include charities, churches, medical practices, schools and other establishments and institutions.

Similarly, a wide interpretation will be given to those categories of persons and organisations that represent residents and businesses. These may include residents and tenants’ associations, trade unions and other associations, as well as individuals whose role is to represent the interests of one or more residents or businesses such as a Councillor or Member of Parliament.

If an existing gambling business makes a representation that it is going to be affected by another gambling business starting up in the area, then without further relevant evidence supporting the representation, the Licensing Authority would not consider this to be a relevant representation because it relates to “demand” or competition.

It is for the Licensing Authority to determine on a case-by-case basis whether or not a person making a representation is an “interested party”. The Authority may ask for evidence to identify who is being represented and show that they have given consent for representations to be made on their behalf. In cases which are not clear-cut, the benefit of the doubt will usually be exercised in favour of the person making the representation.

If individuals wish to approach Councillors to ask them to represent their views, and Councillors are prepared to do so, then care should be taken that the Councillors are not part of the Licensing Committee or Sub-Committee dealing with the licence application. If there are any doubts, please contact the licensing team (see Section E).

1.7 Information Exchange

This Licensing Authority will act in accordance with all the relevant legislation and guidance from the Gambling Commission with regard to data protection and the freedom of information. Additionally, this Licensing Authority has adopted and will apply the principles of better regulation as detailed in the Regulators' Code.

1.8 Enforcement

The 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; and 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 Licensing Authority has also adopted and implemented a risk-based inspection programme based on:

- the Licensing Objectives;
- relevant Codes of Practice;
- the Guidance;
- the principles set out in this Statement of Licensing Policy;
- the location of the premises and their impact on the surrounding area;
- the enforcement history of the premises;
- the nature of the licensed or permitted operation;
- the management record of the premises.

The main enforcement and compliance role for the Licensing Authority in terms of the Act is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences.

The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible. The Licensing Authority will establish a close working relationship with the Police, the Gambling Commission and, where appropriate, other responsible authorities.

The Licensing Authority will investigate complaints against licensed premises in relation to matters for which it has responsibility. In the first instance, complainants may be encouraged to raise the complaint directly with the licence holder or business concerned to seek a local resolution.

Bearing in mind the principle of transparency, the Licensing Authority's enforcement policy will be available upon request to the licensing team (see Section E). The risk methodology is also available upon request.

A number of gambling operators have formed primary authority partnerships, under which they receive 'assured advice' from a single local authority in respect of one or more regulated aspects of their business – for example, preventing underage sales of age-restricted products or services. Where the Licensing Authority has concerns about a premises whose operator has formed a primary authority partnership relevant to the issue in question, it will consult with the primary authority prior to taking any formal action.

1.9 Local Risk Assessments

The Licence Conditions and Codes of Practice (the "LCCP") attached to operating licences issued by the Gambling Commission impose a need for operators to consider local risks.

The LCCP require licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In undertaking their risk assessments, they must take into account any relevant matters identified in this Statement.

Licensees are required to undertake a local risk assessment when applying for a new premises licence. Their risk assessment must also be updated:

- when applying for a variation of a premises licence;
- to take account of significant changes in local circumstances, including those identified in a licensing authority's policy statement;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks.

The LCCP also require licensees to share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise at the request of the licensing authority.

Where concerns do exist, perhaps prompted by new or existing risks, a licensing authority might request that the licensee share a copy of its own risk assessment which will set out the measures the licensee has in place to address specific concerns. This practice should reduce the occasions on which a premises review and the imposition of licence conditions is required.

Risk assessments should be kept at the individual premises to which they relate. All staff should be fully aware of the risk assessment and where it is kept in order that they can work in accordance with any requirements, and it can easily be provided to the Licensing Authority should they request to see it at any reasonable time, including unannounced inspections and ad hoc visits.

The Licensing Authority does not intend to specify a format or mandatory content for these local risk assessments, as these will be decisions for the operator to take, and they will be dependent upon the location, size, and operational nature of the premises in question. However, it is expected that operators will have considered the individual circumstances of each of their premises when compiling the risk assessments.

A single generic risk assessment covering every premises in an operator's estate will not be considered by the Licensing Authority to be suitable or sufficient. It is also expected that operators will take full account of the local area when compiling their risk assessments, and to reflect this in the control measures which they will implement. For example, an area might be identified as high risk on the basis that it is located within close proximity to a youth centre, rehabilitation centre, or school.

Completion of a local area profile is not a requirement on licensing authorities. Any local area profile prepared by the Licensing Authority will be separate from this Statement, so that it can be reviewed and updated without the need for full consultation. Details of any local area profile will be available upon request to the licensing team (see Section E).

Part B - Premises Licences

2.1 General Principles

In exercising its functions under the Act, section 153 requires the Licensing Authority 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 (subject to the previous two points); and

- in accordance with the Licensing Authority's statement of licensing policy (subject to the previous three points).

The Licensing Authority will not investigate the suitability of an applicant for a premises licence. The issue of suitability will already have been considered by the Gambling Commission because any applicant (except occupiers of tracks who do not propose to offer gambling themselves) must hold an operating licence from the Commission before the premises licence can be issued.

In the Act, "premises" is defined as including "any place". A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as shopping malls to obtain separate premises licences, where appropriate safeguards are in place. The Licensing Authority will take account of the Guidance in respect of this matter and the mandatory conditions relating to access between premises.

The Act requires applicants to submit plans of the premises with their application to ensure that the Licensing Authority has the necessary information to make an informed judgment about whether the premises are fit for gambling. As the plan forms part of the premises licence, it will also be used by the Licensing Authority in connection with premises inspection activity. The plans must comply with requirements contained in the regulations made under the Act.

When determining an application for a premises licence or review of a premises licence, regard will be had to the proximity of the premises to schools, vulnerable adult centres or residential areas where there may be a high concentration of families with children. The proximity of premises taken into consideration will vary depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome any concerns, this will be taken into account. This would be expected to be addressed as part of the local risk assessment required to be submitted with all new and variation premises licence applications.

In determining an application, the licensing authority cannot have regard to the expected demand for the facilities which it is proposed to provide, nor may it take account of any moral objections.

Premises licences are subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. The mandatory and default conditions are often sufficient to ensure operation that is reasonably consistent with the licensing objectives. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be necessary and/or appropriate in the circumstances of a particular case. More detail on licence conditions can be found at section 2.5 of this Statement.

The Licensing Authority will not seek to use the Act to resolve matters more readily dealt with under other legislation and will seek to avoid any duplication with other regulatory systems where possible. For example, the Licensing Authority will not take into account whether premises have the appropriate planning or building consents, nor will it take into account fire or health and safety risks without justification in a particular case. It will, however, carefully consider any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

Where children and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take such steps as are lawful and necessary to either limit access generally or introduce measures to prevent under-age gambling. The Licensing Authority will not normally seek to limit the access of children to any premises unless it receives representations to that effect, or it believes it is right to do so for the prevention of their physical, moral or psychological harm. Applicants are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.

The overriding principle is that each application and the circumstances prevailing at each premises will be considered on their own individual merits.

2.2 Preventing Gambling From Being a Source of Crime and Disorder

The Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling premises from being a source of crime, for example the sale and distribution of controlled drugs, money laundering, prostitution, or unlawful gambling. The Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has high levels of organised crime, this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be necessary such as the provision of door supervisors. When making decisions in this regard, the Licensing Authority will give due weight to any comments made by the Police and the evidence provided in support of them.

The Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. The Licensing Authority will seek the views of its legal advisers before determining what action to take in circumstances in which disorder may be a factor.

As far as disorder is concerned, there are already powers in existing anti-social behaviour and other legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The Licensing Authority will not use the Act to deal with general nuisance issues, such as parking problems, which can be dealt with using alternative powers.

2.3 Ensuring Gambling is Conducted in a Fair and Open Way

The Licensing Authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

2.4 Protecting Children and Other Vulnerable People From Gambling

The Licensing Authority has noted that the Guidance states that this objective means preventing children from taking part in gambling, as well as restriction of advertising so that gambling products are not aimed at, or are particularly attractive to, children. The Licensing Authority will therefore consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances/machines or segregation of areas.

The use of CCTV (in accordance with data protection regulations and any relevant codes of practice) may be insufficient on its own as a measure to prevent access to gaming facilities by children or vulnerable persons (including those who have registered in a self-exclusion scheme).

At premises such as adult gaming centres, betting shops, bingo halls and family entertainment centres where category B or C gaming machines are operated, the Licensing Authority will expect that an appropriate number of staff will be present throughout opening hours to ensure that children are not permitted to enter the premises or use age-restricted gaming facilities, as the case may be, and that self-excluded persons are not permitted to gamble.

The Licensing Authority is also aware of the Gambling Commission's Codes of Practice as regards this licensing objective, in relation to specific premises such as pubs.

As regards the term "vulnerable persons", it is noted that it is not defined in the Act and the Gambling Commission does not seek to offer a definition, but states that "it will 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 a mental impairment, alcohol or drugs". The licensing authority will consider this licensing objective on a case by case basis.

The Licensing Authority will consider, in relation to particular premises, whether any special considerations apply in relation to the protection of vulnerable persons, **noting that people who struggle with gambling addiction may not necessarily or automatically be defined as vulnerable**. Any such considerations will be balanced against the authority's objective to aim to permit the use of premises for gambling.

Best practice is for staff working at licensed premises to undergo training on identifying and assisting vulnerable persons.

2.5 Licence Conditions

The Act provides that premises licences may be subject to conditions in a number of ways:

- they may attach automatically, having been set out in the Act;
- they may attach through regulations made by the Secretary of State;
- they may be attached to premises licences by licensing authorities.

Any conditions attached to premises licences by the Licensing Authority will be proportionate and will be:

- relevant to the aim to permit the use of the premises for gambling;
- necessary to promote the licensing objectives;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises;
- within the control of the licensee; and
- reasonable in all other respects.

When considering any conditions to be attached to licences, the licensing authority will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures the Licensing Authority will consider utilising should there be an evidence-based need, such as the use of supervisors, appropriate signage for adult only areas or CCTV. There are specific comments made in this regard under some of the licence types below. The Licensing Authority will also expect the licence applicant to offer their own suggestions as to the way in which the licensing objectives can be met effectively.

The Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in gambling premises to which children are allowed, in order to pursue the licensing objectives.

It is noted that there are 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.

If the Licensing Authority is concerned that premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that entrance to the premises is controlled by a door supervisor and is entitled to impose a condition on the premises licence to this effect.

The Act provides that where a person employed as a door supervisor is required to hold a licence issued by the Security Industry Authority (SIA), that requirement will have force as though it were a condition on the premises licence.

The majority of persons employed to work as door supervisors at premises licensed for gambling will need to be licensed by the SIA. There are, however, exceptions to this requirement.

This requirement is relaxed when applied to door supervisors at casino and bingo premises. Where contract staff are employed as door supervisors at casino or bingo premises, such staff will need to be licensed by the SIA. However, in-house employees working as door supervisors at casino and bingo premises are exempt from this requirement.

2.6 Licensed Family Entertainment Centres

Persons operating a licensed Family Entertainment Centre (FEC) must hold a relevant operating licence issued by the Gambling Commission. They will be able to make category C and D gaming machines available.

Children and young persons are permitted to enter an FEC and may use category D machines. They are not permitted to use category C machines and it is a requirement that there must be clear segregation between the two types of machine, so that under-18s do not have access to them.

The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient

measures to ensure that under 18 year olds do not have access to the adult-only gaming machine areas.

The Licensing Authority may consider measures to meet the licensing objectives such as:

- CCTV;
- proof of age schemes;
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices/signage;
- specific opening hours;
- self-exclusion schemes;
- provision of information leaflets/helpline numbers for organisations such as GamCare;
- measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.7 Casinos

There are currently no casinos operating within the West Berkshire Council area.

Casinos are only permitted in certain areas within Great Britain. New casinos under the Gambling Act 2005 are restricted to 16 specific local licensing authority areas. West Berkshire is not one of those areas.

Casinos that operated under the Gaming Act 1968 should already have a premises licence from their local licensing authority. The regions in which those casinos operate are based on a historical division that was established under the previous licensing regime by the Gaming Board for Great Britain. West Berkshire is not one of those regions.

2.8 Bingo Premises

Cash bingo is the main type of bingo played in commercial bingo premises. They can also offer prize bingo, largely as games played in the intervals

between main stage games. Premises with a bingo premises licence will be able to offer bingo in all its forms.

The Licensing Authority will need to be satisfied that bingo can be played in any bingo premises for which a premises licence is sought.

The Act provides that the holder of a bingo premises licence may make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines on the premises. Premises that were licensed before 13 July 2011 are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. There are no restrictions on the number of category C or D machines that can be made available.

An operator may allow children and young people into licensed bingo premises. However, they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

The Licensing Authority will need to be satisfied that any premises licensed for bingo will operate in a manner which a customer would reasonably be expected to recognise as premises licensed for the purposes of providing facilities for bingo.

The Licensing Authority may consider measures to meet the licensing objectives such as:

- CCTV;
- proof of age schemes;
- supervision of entrances/machine areas;
- physical separation of areas (if not adult-only);
- entry control system (if not adult-only);
- location of entry;
- notices/signage;
- specific opening hours;
- self-exclusion schemes;
- provision of information leaflets/helpline numbers for organisations such as GamCare;
- measures/training for staff on how to deal with children on the premises (if not adult-only).

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.9 Betting Premises

Betting premises provide off-course betting which is betting that takes place other than at a track in what was previously known as a licensed betting office. Tracks are considered in section 2.11 below.

Children and young persons are not permitted to enter betting premises. The Licensing Authority will expect applicants and licence holders to take account of the structure and layout of their gambling premises in order to prevent underage gambling.

The holder of a betting premises licence may make available for use up to four gaming machines of category B, C or D.

Betting premises may make available machines that accept bets on live events, such as horse racing, as a substitute for placing a bet over the counter. These self-service betting terminals (“SSBTs”) are not gaming machines.

The Licensing Authority may restrict the number of SSBTs, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the Licensing Authority, amongst other things, will take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

This Licensing Authority may consider measures to meet the licensing objectives such as:

- proof of age schemes;
- CCTV;
- supervision of entrances/ machine areas;
- physical separation of areas;
- location of entry;
- notices/signage;
- specific opening hours;
- self-exclusion schemes;
- provision of information leaflets/ helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.10 Adult Gaming Centres

Persons operating an adult gaming centre (AGC) are able to make category B, C and D gaming machines available. No-one under the age of 18 is permitted to enter an AGC.

The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

The Licensing Authority may consider measures to meet the licensing objectives such as:

- proof of age schemes;
- CCTV;
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices/signage;
- specific opening hours;
- self-exclusion schemes;
- provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.11 Tracks

The Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.

Examples of other tracks include (this is not an exhaustive list):

- a point-to-point horserace meeting;
- football, cricket and rugby grounds;

- an athletics stadium;
- a golf course;
- venues hosting darts, bowls, or snooker tournaments;
- premises staging boxing matches;
- a section of river hosting a fishing competition;
- a motor racing event.

There are differences between track premises licences and other premises licences. Tracks admit third-party operators to provide betting facilities, whereas other premises licence holders – for example, betting shops, bingo clubs and casinos – provide the gambling facilities themselves and are subject to the conditions of the operating licence as well as the premises licence.

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Licensing Authority will especially consider the impact upon the licensing objective "protection of children and vulnerable persons from being harmed or exploited by gambling" and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

Persons under 18 years old are not permitted to enter premises when betting facilities are being provided, other than at tracks. This dispensation allows families to attend premises such as greyhound tracks or racecourses on event days, and children to be permitted into areas where betting facilities are provided, such as the 'betting ring', where betting takes place.

The exemption allowing children access to betting areas on tracks does not extend to areas within a track where category C or above machines are provided, or other premises to which under 18 year olds are specifically not permitted access. For example, where betting facilities are provided through a self-contained betting office on a track which has a separate betting premises licence, the betting operator of the self-contained premises is required to exclude under-18s from their premises.

The Act creates offences relating to gambling by children and young people and operating licence conditions require operators to have policies and procedures in place to prevent betting from persons who are under 18 years old. As under-18s are permitted to enter betting areas on tracks on event days, this needs to include policies and procedures to mitigate the likelihood of underage betting occurring. The track premises licence holder is also required to display a notice in a prominent place at every public entrance stating that no person under the age of 18 is permitted to bet on the premises.

The Act prohibits the employment of anyone under 18 years old on tracks.

The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives, however appropriate measures/licence conditions may cover issues such as:

- proof of age schemes;
- CCTV;
- entry control system;
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices/signage;
- specific opening hours;
- self-barring schemes;
- provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures that may be taken.

The Licensing Authority will consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

Betting operators may make available machines that accept bets on live events, such as horseracing, as a substitute for placing a bet with a member of staff. These self-service betting terminals (“SSBTs”) are not gaming machines; they automate the process that can be conducted in person and therefore are not regulated as gaming machines. There is no restriction on the number of SSBTs that may be in use but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by persons under 18 years of age.

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.

In cases such as greyhound tracks, racecourses, football stadia and cricket grounds, defining the extent of boundaries may be assisted by reference to existing plans already submitted to obtain other permissions.

It is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans due to the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pin-pointing exact locations for some types of track. The Licensing Authority will need to be satisfied that the plan provides sufficient information to enable it to assess an application.

2.12 Travelling Fairs

The Act defines a “fair” as wholly or principally providing amusements on a site that has been used for a fair for no more than 27 days in a calendar year. In addition, the fair must be provided wholly or principally by persons who travel from place to place for the purpose of providing fairs.

Travelling fairs may provide an unlimited number of category D gaming machines provided that facilities for gambling amount to no more than an ancillary amusement at the fair. They do not require a permit to provide these gaming machines but must comply with legal requirements about how the machines operate.

Travelling fairs are also able to offer equal chance prize gaming without a permit, provided that, taken together, the facilities for gambling are an ancillary amusement at the fair.

The Licensing Authority will decide whether a travelling fair which offers category D machines and/or equal chance prize gaming without a permit meets the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair.

The Licensing Authority will also determine whether any specific fair falls within the statutory definition of a travelling fair.

The 27-day statutory maximum for the land being used as a fair is per calendar year, and 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. The Licensing Authority will work with its neighbouring authorities to ensure that land which crosses boundaries is monitored so that the statutory limits are not exceeded.

2.13 Provisional Statements

The Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that they:

- expect to be constructed;
- expect to be altered; or
- expect to acquire a right to occupy.

Developers and others may wish to apply to the Licensing Authority for a provisional statement before entering into a contract to buy or lease property or land to determine whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application (except in the case of a track), the applicant does not need to hold or have applied for an operating licence from the Gambling Commission and they do not need to have a right to occupy the premises in respect of which their provisional statement application is made.

The holder of a provisional statement may then apply for a premises licence and the normal statutory process will apply subject to one exception. No 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.

The Licensing 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 objectors at the provisional statement stage;
- which in the Authority's opinion reflect a change in the operator's circumstances; or
- where the premises have not been constructed in accordance with the plan and information submitted with the application.

2.14 Licence Reviews

Requests for a review of a premises licence can be made by interested parties or responsible authorities at any time. 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 one or more of the matters listed below:

- any relevant code of practice issued by the Gambling Commission;
- any relevant guidance issued by the Gambling Commission;

- reasonable consistency with the licensing objectives; or
- in accordance with the Licensing Authority's statement of principles.

The request for the review may also be rejected if the Licensing Authority considers that the request is:

- frivolous;
- vexatious;
- certainly not going to cause the Licensing Authority to take any action allowed by the Act; or
- substantially the same as previous representations or requests for review.

The Licensing Authority can also initiate a review of a particular premises licence, or a particular class of premises licence in the following circumstances:

- in relation to particular premises, the Licensing Authority may review any matter connected with the use made of the premises if:
 - it has reason to suspect that premises licence conditions are not being observed; or
 - for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.
- in relation to a class of premises, the Licensing Authority may review the use made of premises and, in particular, the arrangements that premises licence holders have made to comply with licence conditions.

The purpose of a review will be to determine whether the Licensing Authority should take any action in relation to the licence. If any action is justified, the options open to the Licensing Authority are:

- add, remove or amend a licence condition imposed by the Licensing Authority;
- exclude a default condition imposed by the Secretary of State (eg opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; or
- revoke the premises licence.

In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the Licensing Authority may take action on the grounds that a premises licence holder has not used the licence.

Part C - Permits, Temporary and Occasional Use Notices

3.1 Unlicensed Family Entertainment Centre Gaming Machine Permits

A proprietor of a family entertainment centre (FEC), who wishes to make only category D gaming machines available for use in those premises, can do so in reliance upon a family entertainment centre gaming machine permit.

This category of permit provides an alternative to the family entertainment centre premises licence available under the Act (which allows the operation of higher-value gaming machines (Category C) but is subject to more rigorous application procedures).

It should be noted that the premises must be wholly or mainly used for making gaming machines available for use, to be eligible for this type of permit.

Any application for a permit will be considered with regard to the licensing objectives and to any relevant guidance issued by the Commission. Particular weight will be given to child protection matters, including adequate levels of staff supervision.

The applicant will be expected 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 efficiency of such policies and procedures will each be considered on their merits. However, they may include:

- appropriate measures / training for staff as regards suspected truant school children on the premises;
- measures / training covering how staff would deal with unsupervised very young children being on the premises;
- measures / training covering how staff would deal with children causing perceived problems on / around the premises.

The Licensing Authority will also expect applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant(s) or company directors (if the applicant is a limited company) has no relevant convictions (this will not be necessary if the applicant is licensed by the Gambling Commission); and
- that staff are trained to have a full understanding of the maximum stakes and prizes.

Applicants will also be required to supply a plan of the internal layout of the family entertainment centre, drawn to an appropriate scale, that shows the location of the area(s) where category D gaming machines will be made available for use.

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 the chief officer of police has been consulted on the application.

The Licensing Authority cannot attach conditions to this type of permit. There is no limit on the number of category D gaming machines that may be made available at the premises.

A permit will remain in force for ten years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

3.2 Alcohol Licensed Premises Notifications and Gaming Machine Permits

There is provision in the Act for some premises licensed to sell alcohol for consumption on the premises to have an automatic entitlement to provide no more than two gaming machines, of categories C and/or D. The premises must satisfy the conditions contained in the Act, notify the Licensing Authority of their intention to make the gaming machines available for use and pay the fee. The conditions restrict the entitlement to premises:

- with an on-premises alcohol licence;
- that have a bar at which alcohol is served; and
- without a requirement that alcohol is only served with food.

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 Act (ie 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 Act has been committed on the premises.

If relevant alcohol licensed premises wish to provide more than two gaming machines, they must apply to the Licensing Authority for a "licensed premises

gaming machine permit” for any number of category C and/or D machines. This would replace any automatic entitlement under the Act.

The Licensing Authority must consider a permit application on the basis of the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Act and such other matters as the authority considers relevant.

The Licensing Authority considers that “such other matters” will be decided on a case by case basis, but generally there will be regard to:

- the need to protect children and vulnerable persons from harm or being exploited by gambling; and
- measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

Measures which may satisfy the licensing authority that there will be no access may include:

- the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18;
- notices and signage;
- as regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

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 machines.

A permit may be varied or transferred. An annual fee is payable, but a permit does not require renewal. The permit will lapse if the alcohol premises licence ceases to have effect.

3.3 Prize Gaming Permits

Gaming is “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 are determined by the operator before play commences.

Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.

A prize gaming permit is a permit issued by the Licensing Authority to authorise the provision of facilities for prize gaming on specified premises.

In any application for a prize gaming permit the applicant should set out the types of gaming that they are intending to offer, and should also be able to demonstrate:

- they understand the limits to stakes and prizes that are set out in regulations;
- that the gaming offered is within the law; and
- that appropriate measures will be taken to ensure that children are protected from being harmed or exploited by gambling.

In making its decision on an application for this permit, the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any relevant Gambling Commission guidance.

The Licensing Authority will only grant a permit after consultation with the chief officer of police. This will enable the Licensing Authority to determine the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming, the suitability of the premises in relation to their location, and any issues about disorder.

It should be noted that there are conditions in the Act with which the permit holder must comply, but that the Licensing Authority cannot attach conditions. The conditions in the Act are:

- 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.

A permit will remain in force for ten years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

3.4 Club Gaming and Club Machine Permits

The Act creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines three types of club for the purposes of gaming:

- members' clubs;
- commercial clubs;
- miners' welfare institutes.

Members' clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D), equal chance gaming and games of chance as set out in the regulations.

Members clubs, miner's welfare institutes and commercial clubs may apply for a club machine permit. A club machine permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D).

A members' club is a club that is not established as a commercial enterprise and is conducted for the benefit of its members. The Act states that 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 or whist). Members' clubs must be permanent in nature but there is no need for a club to have an alcohol licence. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

A commercial club is a club established for commercial gain, whether or not they are actually making a commercial gain. Examples include commercial snooker clubs, clubs established as private companies and clubs established for personal profit.

Miners' welfare institutes are associations established for recreational or social purposes. They are managed by representatives of miners or use premises regulated by a charitable trust which has received funds from one of a number of mining organisations.

The Licensing Authority may only refuse an application for a permit on the grounds that:

- 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;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;

- a permit held by the applicant has been cancelled in the previous ten years;
or
- an objection has been lodged by the Commission or the police.

If the Licensing Authority is satisfied that the first or second ground applies, it must refuse the application. In exercising its functions in relation to club permits the authority will have regard to any relevant guidance issued by the Commission and (subject to that guidance), the licensing objectives.

There is also a 'fast-track' procedure available under the Act for premises which hold a club premises certificate under the Licensing Act 2003. 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.

The grounds on which an application under the "fast track" process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of the code of practice issued by the Gambling Commission about the location and operation of gaming machines.

The Authority may grant or refuse a permit, but it may not attach conditions to a permit.

A permit will normally remain in force for ten years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act. However, a permit granted under the "fast track" process does not require renewal, but it will lapse if the club premises certificate ceases to have effect.

3.5 Temporary Use Notices

Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice would include hotels, conference centres and sporting venues.

A temporary use notice can only be given by a person or company holding a relevant operating licence issued by the Gambling Commission (ie an operating licence that authorises the type of gambling to be offered).

The types of gambling activities that may be authorised by a temporary use notice are set out in regulations made under the Act. Currently, the only permitted activity is the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Possible examples of this could include gaming tournaments with such games as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.

Temporary use notices are subject to a statutory limit that a set of premises may be used for no more than 21 days in any 12 month period. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of "a set of premises", the Licensing Authority will look at, amongst other things, the ownership/occupation and control of the premises.

The holder of an operating licence must give notice to the Licensing Authority in whose area the premises are situated. A temporary event notice must be given to the Licensing Authority not less than three months and one day before the day on which the gambling event will begin.

The application must be copied to:

- The Gambling Commission;
- the chief officer of police for the area in which the premises are situated;
- HM Revenue and Customs; and
- if applicable, any other licensing authority in whose area the premises are also situated.

Gaming machines may not be made available under a temporary use notice.

The Licensing Authority will carry out its functions in relation to temporary use notices by applying the same principles as those applied in determining premises licence applications (see section 2.1 above).

3.6 Occasional Use Notices

Occasional use notices may be used to authorise infrequent betting at tracks (see section 2.11 for definition), on no more than eight days in any calendar year. They cannot be used to authorise any other form of gambling activity (eg gaming machines). Providing that the eight-day limit is not breached, there is no provision for correctly-served notices to be refused by the Licensing Authority.

The definition of track premises is not restricted to permanent premises but can include any premises or land on which a race or sporting event is to take place. Consideration will therefore be given to the nature of the premises specified in a notice, in addition to whether the person giving the notice is an occupier of the track, or is responsible for the administration of events at the track.

The notice must be given to the Licensing Authority and the chief officer of police, in writing, before the event starts. No fee is payable.

Occasional use notices allow the giver of the notice to invite operators who hold a General Betting Operating Licence to accept bets on the premises. Such persons must hold a relevant betting operating licence, and comply with the requirements of any conditions attached to that licence.

3.7 Small Society Lotteries

Small society lotteries are required to be registered with the local authority in the area where their principal office is located. The local authority is the licensing authority.

The Act defines a small society lottery by reference to two areas:

- society status - the society in question must be 'non-commercial';
- lottery size - the total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000. If the operator plans to exceed either of these values then they may need to be licensed with the Commission to operate large lotteries instead.

Small society lotteries are required to be registered with the local authority in the area where their principal office is located.

- the Licensing Authority must refuse an application for registration if, within the past five years, either of the following applies: an operating licence held by the applicant for registration has been revoked; or
- an application for an operating licence made by the applicant for registration has been refused.

In addition, the Licensing Authority may refuse an application for registration if, within the past five years, either of the following applies:

- the applicant is not a non-commercial society;
- a person who is or may be connected with the promotion of the lottery has been convicted of a relevant offence (listed in Schedule 7 of the Act); or

- information provided in or with the application for registration is false or misleading.

The Licensing Authority may only refuse an application for registration after the society has had the opportunity to make representations. These can be taken at a formal hearing or via correspondence. The authority will inform the society of the reasons why it is minded to refuse registration and provide it with at least an outline of the evidence on which it has reached that preliminary conclusion prior to the opportunity to make representations.

Part D - Decision Making

4.1 Delegations and Process

The Licensing Authority will carry out its responsibilities under the Gambling Act 2005 efficiently and cost-effectively. To do this, functions are delegated from the Licensing Committee to either Sub-Committees or officers as appropriate. All delegations approved by the Licensing Committee are without prejudice to officers referring a matter to a Sub-Committee or the full Committee if appropriate in the circumstances of any particular case.

Where there are no areas of contention, it is considered that many of the functions will be largely administrative. In the interests of efficiency and effectiveness these will, for the most part, be carried out by officers.

Where there are relevant representations in respect of an application the matter will be determined by the Licensing Committee or Sub-Committee, as will any application for the review of a licence.

Every determination of a licensing decision by the Licensing Committee or Sub-Committee shall be accompanied by clear, cogent reasons for the decision. The written notice of the decision and the reasons for that decision will be sent to the applicant and those who have made relevant representations as soon as practicable.

4.2 Appeals

Any appeal against a decision of the Licensing Authority must be made to the local Magistrates' Court within 21 days of receipt of the decision notice.

Part E - Further Information

5.1 Contact for West Berkshire Licensing Team

Licensing Team
West Berkshire District Council
Theale Library
Church Street

Theale
Berkshire RG7 5BZ

Tel: 01635 519184

Email: licensing@westberks.gov.uk

www.westberks.gov.uk

5.2 Contact for Gambling Commission

Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6666

Email: info@gamblingcommission.gov.uk

Website: www.gamblingcommission.gov.uk

Appendix A List of Consultees

- Association of British Bookmakers
- Association of Licensed Multiple Retailers
- Berkshire Healthcare NHS Foundation Trust
- Bingo Association
- British Amusement Catering Trade Association
- British Institute of Innkeeping
- British Beer and Pub Association
- Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System
- Gamblers Anonymous
- Gambling Commission
- GAMCARE
- Holders of existing gambling licences / permits
- National Association of Bookmakers
- Parish and Town Councils
- Public Consultation Portal
- Public Health Team
- Royal Berkshire Fire and Rescue
- Thames Valley Police
- West Berkshire Council Environmental Health
- West Berkshire Council Planning
- Berkshire West Safeguarding Children's Partnership
- West of Berkshire Safeguarding Adults Board

Appendix B Gambling Act Glossary

Adult Gaming Centres	Adult Gaming Centres must have a premises licence from the licensing authority to make category B, C and D gaming machines available to their customers.
Betting Premises	The Act contains a single class of licence for betting premises, which includes track and non-track.
Bingo	Two types of bingo can be offered: Cash bingo - where the stakes paid made up the cash prizes that are won; or Prize bingo - where various forms of prizes are won and are not directly related to the stakes paid.
Casinos	The Act defines casino games as games of chance which are not equal chance gaming.
Clubs	A type of premises that includes members' clubs, miners' welfare clubs or commercial clubs.
Customer Lottery	A lottery run by occupiers of a business for the benefit of the customers who buy tickets sold on the premises (eg supermarket holding a hamper raffle).
Exempt Lottery	Incidental non-commercial lotteries Private lotteries Customer lotteries Small Society lotteries (requires to be registered with the local authority in accordance with sch.11 part 4 and 5 of the Gambling Act 2005 and as per this section of the policy)
Gambling Act 2005	The Act governs the provision of all gambling in Great Britain, other than the National Lottery and spread betting. It received royal assent on 7 April 2005.
Gambling Commission	The Gambling Commission licenses larger gambling operators and provides advice and guidance to operators, stakeholders and licensing authorities. They also have a role in enforcement and ensuring promotion of the licensing objectives.
Gaming Machines	Defined as a machine that is designed or adapted for use by individuals to gamble - whether or not it can also be used for other purposes. Categories of machine and where they can be situated are contained at the end of this glossary.

Incidental Non-Commercial Lottery	Lottery that is run as an additional amusement at non-commercial events with physical tickets sold only during the event, such as a raffle at a dance or church fair.
Licensed Family Entertainment Centres	The Act creates two classes of family entertainment centres (FEC). Licensed FECs provide category C and D machines and require a premises licence.

Lotteries	A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.
Non-track betting	Betting that takes place other than at a racetrack.
Occasional Use Notices	Section 39 of the Act provides that where there is betting on a track on eight days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a full premises licence.
Private Lottery	Lottery that requires membership of a society, place of work or single residential unit (eg raffle at a student hall of residence).
Small Society Lottery	Non-commercial societies if it is established and conducted for charitable purposes; for the purpose of enabling participation in, or of supporting, sport, athletics, or a cultural activity; or for any other non-commercial purpose other than private gain.
Temporary Use Notices	These allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises which might be suitable for temporary use notices would include hotels, conference centres and sporting venues.
Track betting	Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on tracks both in the form of pool betting (often known as the “totalisator” or “tote”) and also general betting, often known as “fixed-odds” betting.

Travelling Fairs	A travelling fair is one that “wholly or principally” provides amusements and they must be on a site that had been used for fairs for no more than 27 days per calendar year. No permit is required for gaming machines, but they must comply with age restrictions.
Unlicensed Family Entertainment Centres	Unlicensed FECs provide category D machines only and are regulated through FEC gaming machine permits.

Gaming Machine Types

Category	Stake	Maximum Prize	Permitted Location
A	Unlimited	Unlimited	No Category A Machines are currently permitted.
B1	£5	£10,000 with an option of a maximum linked progressive jackpot of £20,000 on a premises basis only.	Casinos only.
B2	£2	£500	Casinos, Betting Shops, tracks with pool betting.
B3	£2	£500	Casinos, betting shops, tracks with pool betting, bingo premises, and AGCs.
B3A	£2	£500	Members’ club or miners’ welfare institute only.
B4	£2	£400	Clubs, bingo premises, AGCs, betting shops, tracks with pool betting, casinos.
C	£1	£100	Pubs, licensed FECs, Clubs bingo premises, AGCs, betting shops, tracks with pool betting, casinos.
D	10p to £1 depending on machine type.	£5 to £50 depending on machine type.	Casinos, betting shops, tracks with pool betting, bingo premises, AGCs, Clubs, FECs, pubs, travelling fairs, UFECs with a permit.

Document Control

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Revision due	May 2025		
Author:	Licensing	Sign & Date:	
Owning Service	Public Protection Service		

Change History

Version	Date	Description	Change ID
1	21/06/21	Original document	
2	01/07/21	Including the changes agreed at Licensing Committee	
3	02/07/21	Formatting and removal of Appendix B and references to the Scheme of Delegation.	
4	10/07/2024	Updated the population data and inserted information about Gaming Machines into the Glossary	
5	10/10/2024	Clarification of the definition of vulnerability and exempt lotteries in the glossary	



Outcome of the Draft Statement of Gambling Principles 2025 to 2028 Consultation

Background

We, along with all other licensing authorities, are required to prepare, adopt and publish a "Statement of Gambling Principles" (SoGP) setting the approach to applications under the [Gambling Act 2005](#) (hereafter known as The Act) and the information applicants are expected to provide.

The SoGP seeks to promote the guidance set out by the Gambling Commission and the three licensing objectives of:

- 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

The policy guides the administration of licensing under The Act and helps to ensure that an appropriate balance is drawn between the interests of those wishing to provide and take part in legal gambling, and those who might be adversely affected by such activities.

Under the Act, we are required to review our policy at least every three years or when we believe the policy requires updating. The current policy period ends on Friday, 31 January 2025.

The [current SoGP](#) has not been the subject of any legal challenge or complaint. It is therefore considered that the current Statement of Gambling Principles remains fit for purpose and only minor amendments are proposed. However, s.349 (3) Gambling Act 2005 requires a licensing authority to consult when "preparing a statement or revision".

Changes Proposed to the Existing Policy

The current SOGP was comprehensively reviewed in 2022 to reflect the updated Guidance published by the Gambling Commission. No substantive changes have been made, only the figure for the district's population data has been amended and definitions around gaming machine classifications have been added to the glossary.

Why We Wanted Your Views

We'd like your views on our draft policy. It's by hearing from local people that we can make the changes needed to ensure our policy is fit for purpose and reflective of the needs in our local area

Who and How we Consulted

- The consultation was posted on the West Berkshire Council's Consultation Hub on the 18 July 2024 and on the Public Protection Partnership's website on the 18 July 2024.
- A notification was also sent out to the 2483 people on the Community Panel on the 18 July 2024
- A Facebook message was posted on the 18 July 2024 and a reminder that the consultation was closing on the 10 September 2024.
- A press release was issued on the 18 July 2024
- The consultation ran from the 18 July to 12 September 2024.
- A notice was placed on the noticeboards at Theale Library and Market Street Reception
- We wrote to the individuals and organisations listed in Appendix A to the report.

What you Told Us

The Council received six responses to the consultation which is a slight increase on the two responses received in relation to the consultation on the previous policy. The comments are set out below.

RESPONSE
<p><i>Thames valley Police</i> I have reviewed in particular detail the area on crime and disorder – no notes/observations from me, generally happy to support.</p>
<p><i>Berkshire West Safeguarding Children Partnership</i> I've had a look back through the report, I have no comments to make. I'll add this to one of our local area meetings in West Berkshire in early September which involves children social services.</p> <p>Today, 10 September, we had our quarterly scrutiny multi agency meeting, involving Childrens social care representatives in West Berkshire, Probation services, Thames Valley Police, Health (Integrated Care Board, Royal Berkshire Hospital and Berkshire Health Foundation Trust).</p>

The conclusion was that none of the agencies disagreed or felt the need to amend the document in question.

Officer

In relation to the Exempt Lottery in the Glossary suggest that we just add in brackets (requires to be registered with the local authority as per page 33) to avoid any ambiguity.

Licence Holder

Thank you for including me in this consultation. I have read the attached document and agree with your proposed amendments.

Councillor

Perhaps we could add wording to the penultimate paragraph of 2.4 (emphasis in bold) to the effect of *“The Licensing Authority will consider, in relation to particular premises, whether any special considerations apply in relation to the protection of vulnerable persons, **noting that people who struggle with gambling addiction may not necessarily or automatically be defined as vulnerable**”*.

Town/Parish Council

In regard to the below correspondence and the Gambling Act 2005- Statement of Principles Consultation, this was discussed at last night's TTC Planning and Highways Committee and a couple of responses were raised by our committee members, which are outlined below.

The responses raised are in relation to 2.4 Protecting Children and Other Vulnerable People From Gambling and especially the last 3 paragraphs.

The consensus was that the word 'Vulnerable Persons' seems a little ambiguous and that assumptions should not be made to describe a person who is struggling with addiction with possibly more safeguarding measures to be considered?

What are the Authority's objectives to permit the use of premises for gambling?

"Best practice' is for staff working at licensed premises to undergo training on identifying and assisting vulnerable persons" - Is this not something that staff working in the gambling sector, should be undergoing mandatory training anyway? And not described as 'best practice'?

What We Are Proposing To Do

Your feedback will be used to inform the final policy when it is submitted for consideration by elected members at the Licensing Committee on Monday, 4 November 2024. The Licensing Committee will then recommend that Full Council adopt the policy, with or without revisions, at their meeting on Thursday, 28 November 2024.

The revised policy must be published before Friday, 31 January 2025 and will be available on our Strategies, Policies and Plans webpage: [Strategies, policies and plans - West Berkshire Council](#) and will also be published on the PPP's webpage: [Gambling premises licences](#)

[- PPP \(publicprotectionpartnership.org.uk\)](#)

Licensing Fees and Charges 2025/26

Committee considering report:	Licensing Committee
Date of Committee:	04 November 2024
Portfolio Member:	Councillor Justin Pemberton
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1 Purpose of the Report

- 1.1 To inform the Licensing Committee about the Public Protection Partnership’s Fees and Charges which were proposed by the Joint Public Protection Committee at its meeting on the 11 October 2024. Each partner Council is required to review the fees and charges on an annual basis. **Appendix A** details the fees and charges for 2025/26 proposed for the Public Protection Service.
- 1.2 To consider the proposals for the statutory consultation associated with the fees and charges for private hire operator, and hackney carriage and private hire vehicle licence fees.

2 Recommendations

The Licensing Committee:

- 2.1 Is informed about the 2025/26 fees and charges detailed in Appendix A
- 2.2 Agrees that the fees for Private Hire Operators and Hackney Carriage and Private Hire Vehicle licence fees are subjected to the statutory consultation period as described in [paragraph 4.11](#)

3 Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The costs of producing this report and running the consultation exercise will be met from within the existing Public Protection Partnership budgets.</p> <p>Discretionary fees and charges relating to licences and registrations are based on cost recovery, and should they not</p>

	reflect the cost of providing the service, there is a risk of generating a surplus or deficit.
Human Resource:	There are no HR implications associated with the production of this report.
Legal:	<p>Fees for vehicle and operators' licences</p> <p>s.70 of the Local Government (Miscellaneous Provisions) Act 1976: "...a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part:</p> <ul style="list-style-type: none"> (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed; (b) the reasonable cost of providing hackney carriage stands; and (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles." <p>The licensing costs recoverable by a district authority in respect of vehicles and operators is limited to vehicle inspection costs for the specific purpose of determining their suitability to be licensed, reasonable cost of providing hackney carriage stands, reasonable administration costs for processing the licence application and finally reasonable costs associated with "...control and supervision of hackney carriages and private hire vehicles."</p>
Risk Management:	The fees are potentially subject to legal challenge. It is therefore important the fees and methodology are subject to ongoing review.
Property:	None
Policy:	The Joint Public Protection Committee is required every autumn to propose a budget to partner authorities. This includes proposals in relation to discretionary fees and charges.

	<p>It is not the role of the Licensing Committee to set the fees for 2025/26. The Committee is being asked to consider the fees prior to them being considered by Executive and Council. The Committee may amend the proposals and put forward alternative fees for consideration., however as fees are set on a cost recovery basis any reductions may need to covered by a subsidy. The fees, with the exception of the private hire operator, and hackney carriage and private hire vehicle licence fees would be subject to the Council’s budget consultation process. The private hire operator, and hackney carriage and private hire vehicle licence fees have a separate statutory consultation process that must be adhered to.</p>			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
<p>A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>		X		<p>There are no implications arising from the recommendation in this report.</p>
<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		X		<p>There are no implications arising from the recommendation in this report.</p>

Environmental Impact:		x		<p>The service plays a significant role in the protection of the environment including air quality, land contamination, planning considerations and enforcement of green energy claims. The setting of fees on a cost recovery basis will help to maintain capacity in this area.</p> <p>The Council has previously agreed to the introduction of a subsidy for hybrid and electric hackney carriage and private hire vehicles.</p>
Health Impact:		x		<p>A significant number of the Partnership's Service Priorities relate to protecting and improving health. These include safe and healthy food chain, safety in the workplace, protecting consumers from fraud, improved living environment, protecting the environment and protecting animal welfare.</p> <p>The setting of fees on a cost recovery basis should continue to have a positive impact on the health of residents and visitors to West Berkshire.</p>
ICT Impact:		X		<p>There are no implications arising from the recommendation in this report.</p>
Digital Services Impact:		X		<p>The consultation will be published on the Council's website and the PPP website.</p>
Council Strategy Priorities:		X		<p>This work is business as usual within the service.</p>
Core Business:		X		<p>This work is business as usual within the service.</p>
Data Impact:		X		<p>Not applicable.</p>

Consultation and Engagement:	The fees for Taxis and Private Hire Vehicles and Private Hire Operators will be subject to statutory consultation. All other fees and charges will be subjected to any corporate consultation processes.
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4 Supporting Information

- 4.1 The Joint Public Protection Committee (JPPC) is required by the Inter-Authority Agreement (IAA) that set up the Public Protection Partnership (PPP) shared service to recommend a draft set of fees and charges to each of the member Councils.
- 4.2 It is noted that a significant number of fees within the licensing field are set by Government Regulation and cannot therefore be changed by the Council. These are identified in green on the fee schedule at **Appendix A**.
- 4.3 Members are asked to note that a significant proportion of the statutory fees have not been uplifted for more than ten years whilst costs have been rising significantly for the Service.
- 4.4 At the meeting of the JPPC in December 2017 (when it considered the 2018/19 fees and charges) a number of matters were decided. It was agreed that as a matter of principle that all fees and charges should be set on the basis of full cost recovery. Fees are calculated based on the time taken to complete the activity multiplied by the hourly rate. In initially calculating the hourly rate a range of factors were considered including the wide variety of council support service costs, staffing and associated costs, democracy and governance, contracts and the necessary training to maintain a competent workforce.
- 4.5 In 2021/22 the full cost of the service, including internal support service re-charges (as per Council budget build processes) and the current establishment lists were updated which resulted in a new rate of £59 p/h and these rates were retained for 2022/23. The hourly rate was increased to £64p/h for 2023/24 and £67 for 2024/25.
- 4.6 For the financial year 2025/26 the proposed hourly rate is £69, an increase of 3%. This increase relates to an increase in the cost base and assumptions on salary changes.
- 4.7 Members will recall that, following a discussion at the 22 September 2022 Executive meeting, the Council introduced a three year scheme that provided for a remittance for vehicle fees for fully electric (100%) and hybrid vehicles (50%). The numbers would not be limited but would be reviewed annually. The scheme was introduced from 01 April 2023 for vehicles that met the agreed criteria. The funding required to support the project would be set aside from the Council's budget and drawn down as required.
- 4.8 We currently have six fully electric and 38 hybrid vehicles that have taken up the scheme. The scheme was reviewed at the 08 July 2024 Licensing Committee meeting during the discussion on the annual report where Members agreed to retain the scheme in the current format, in year two of the three year scheme.

- 4.9 It is worth noting that due to the impact of Covid and competition on the licensed taxi and private hire trade and the alignment of street trading fees between the two partner authorities the Service has seen a significant fall off in fee income. As stated above this issue has been compounded by the stagnation on statutory fees. At the time of writing the Service is expecting a licensing income shortfall of £144k. A review of the Service has taken place, and a staffing structure has been put in place to reflect the fall in income. As a result of holding vacancies in the Service it is expected that the budget will be brought in online at year end.
- 4.10 It is not permissible for one aspect of the licensing regime to subsidise another.
- 4.11 The Council is required to undertake a statutory consultation in respect of the hackney carriage and private hire vehicles and private hire operator's fees. It is proposed that:
- a) the fees for Private Hire Operators and Hackney Carriage and Private Hire Vehicle licence fees are subjected to the statutory consultation period from 21 November 2024 to 19 December 2024.
 - b) a public notice pertaining to the Taxi and Private Hire Vehicles and Private Hire Operators fees be placed in the Newbury Weekly News.
 - c) a consultation letter is posted to all Taxi and Private Hire Drivers and Private Hire Operators in the District.
 - d) a copy of the consultation is posted on the Public Protection Partnership website, on the West Berkshire Council Consultation Hub and in the reception area at the Market Street Offices.
 - e) If no objections are received, the charges for operators and vehicle licence fees are included in the February 2025 Executive and Council papers for approval; or if objections are received they be considered by the Licensing Committee at the meeting on 20 January 2025 and any changes be recommended to full Council for approval.
- 4.12 The proposed fees were discussed at the Joint Public Protection Committee meeting on the 11 October 2024. The Committee were supportive of the proposals set out in that report and reflected in Appendix A. The Committee were supportive of ongoing lobbying of Central Government on the statutory fees.

5 Proposals

- 5.1 The Licensing Committee is asked to note the proposed fees and comment on the statutory consultation process.
- 5.2 The Council is required to undertake a statutory consultation in respect of the Hackney Carriage and Private Hire Vehicles and Private Hire Operator's fees and the proposed mechanism and timescales are set out in paragraph 4.11 for Members to consider and approve.

6 Other options considered

- 6.1 None. It is a requirement of the Inter Authority Agreement for the JPPC to consider the fees and charges and make a recommendation to the individual authorities. There is a requirement to set fees and charges annually and there is a statutory requirement to undertake consultation on the proposed charges for operators and vehicle licence fees.

7 Conclusion

7.1 Members of the Licensing Committee are asked to note the proposed fees and charges and the consultation proposals and agree a way forward.

8 Appendices

8.1 Appendix A – Proposed Fees and Charges for 2025/26

Background Papers:

Joint Public Protection Committee Report (11 October 2024) can be found here: [West Berkshire Council - Agenda for Joint Public Protection Committee on Friday 11 October 2024, 1.00 pm](#)

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval	<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Wards affected: All

Officer details:

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PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2025/2026

The Public Protection Partnership (PPP) provides chargeable services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council. Where Services are provided to Wokingham Borough Council the applicable fees will be levied.

Fees effective from 1 April 2025

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 16 September 2024 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£69 ph** for 2025/26, if there is a minimum number of hours or it is capped it is indicated in the text below.
- Class A Statutory Fees are marked with **Green** and Class B Discretionary Fees are headed **Blue**
- There are some additional fees which will be due when making an application, these are listed separately (if known) and with a note if varied amounts
- If you have any questions regarding our fees and charges please contact PPP Customer Delivery team using our [Make an enquiry form](#).

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LICENCES, REGISTRATIONS AND CONSENTS

Pre Application Advice

We provide chargeable pre-application advice for the following licenses and consents:

License/Consents	2024/25 Fee	2025/26 Fee
Gambling Act	£67ph	£69ph
Licensed Premises Notifications	£67ph	£69ph
Licensing Act 2003	£67ph	£69ph
Scrap Metal	£67ph	£69ph
Sex Establishments	£67ph	£69ph
Skin Piercing & Dermal Treatments	£67ph	£69ph
Street Trading Consents	£67ph	£69ph

Animal Licences

Animal Licences – (Class A – Fee Discretionary)			
*The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits and aborted visits will be charged at an additional fee **Additional vets fee payable		2024/25 Fee	2025/26 Fee
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£469 minimum	£483 minimum
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276
	Total Fee (minimum)	£435.50 minimum	£448.50 minimum
NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£402 minimum	£414 minimum
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£368.50 minimum	£379.50 minimum
NEW - Home boarder	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£402 minimum	£414 minimum
RENEWAL - Home boarder	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£368.50 minimum	£379.50 minimum

NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£134	£138
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	£134 + host inspection fee	£138 + host inspection fee
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£100.50	£103.50
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	£100.50 + host inspection fee	£103.50 + host inspection fee
Assessment of hobby host as part of a franchisee licence	Host inspection fee	£134	£138
NEW - Dog Day Care	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£469 minimum	£483 minimum
RENEWAL - Dog Day Care	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£435.50 minimum	£448.50 minimum
NEW - Dog Breeding Establishment (**excluding vet fee)	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£469 minimum	£483 minimum
RENEWAL - Dog Breeding Establishment	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£435.50 minimum	£448.50 minimum
NEW - Dog Breeding Establishment (in domestic dwelling)(**excluding vet fee)	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£402 minimum **	£414 minimum**
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£368.50 minimum	£379.50 minimum
NEW - Pet Vending / Sale of pets	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£402 minimum	£414 minimum
RENEWAL - Pet Vending / Sale of pets	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£368.50 minimum	£379.50 minimum

NEW - Animal for Exhibition	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£469 minimum	£483 minimum
RENEWAL - Animal for Exhibition	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£435.50 minimum	£448.50 minimum
Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. **Vets fees will be recharged separately.			
NEW - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	£402 minimum**	£414 minimum**
RENEWAL - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	368.50 minimum**	£379.50 minimum**
Fee per horse, for the first 10 horses		£16.75	£17.25
Fee per horse, for next 11-50 horses		£11.50	£11.75
Fee per horse, for every horse 51 & over		£9.50	£9.70
Other Fees			
Additional mid licence visit		£134	£138
Variation to the licence fee (inclusive of one visit)		£201	£207
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£33.50	£34.50
Re-evaluation of star rating (inclusive of one visit)		£134	£138
Transfer due to death of licensee	Admin cost	£33.50	£34.50

Wild Animals and Zoos

Wild Animals & Zoos	Duration	2024/25 Fee	2025/26 Fee
NEW - Dangerous Wild Animal Consent (** excluding vets fee)	2 years	£536	£552
RENEWAL - Dangerous Wild Animal Consent (** excluding vets fee)	2 years	£335	£345
NEW and RENEWAL - Zoo Licences Periodical inspections (** excluding Vets Fees)	Up to 6 years	£2345	£2415

Explosives Licences – Statutory

Description	Duration	All Council Areas
Licence to store explosives where a separation distance is required by law e.g. over 250kg hazard class 4 fireworks	1 year	£202
	2 years	£266
	3 years	£333
	4 years	£409
	5 years	£463
Renewal of licence to store explosives where a separation distance is required by law e.g. over 250kg hazard class 4 fireworks	1 year	£94
	2 years	£161
	3 years	£226
	4 years	£291
	5 years	£357
Licence to store explosives where no minimum separation distance is required by law e.g. up to 250kg hazard class 4 fireworks	1 year	£119
	2 years	£154
	3 years	£190
	4 years	£226
	5 years	£260
Renewal of licence to store explosives where no minimum separation distance is required by law e.g. up to 250kg hazard class 4 fireworks	1 year	£59
	2 years	£94
	3 years	£132
	4 years	£166
	5 years	£202
Varying the name of licensee or address of site		£40
Any other kind of variation		Cost Recovery
Transfer of licence		£40
Replacement Licence		£40
Full year registration for sale of fireworks (capped fee)		£500.00

Gambling Act 2005 – Statutory

Description	Type	All Council Areas
Casinos (regional)	New Application	£15,000
	Provisional Statement	£15,000
	Application with Provisional Statement	£8,000
	Variation	£7,500
	Transfer/Reinstatement	£6,500
	Annual Fee	£15,000
Casinos (large)	New Application	£10,000
	Provisional Statement	£10,000
	Application with Provisional Statement	£5,000
	Variation	£5,000
	Transfer/Reinstatement	£2,150
	Annual Fee	£10,000
Casinos (small)	New Application	£8,000
	Provisional Statement	£8,000
	Application with Provisional Statement	£3,000
	Variation	£4,000
	Transfer/Reinstatement	£1,800
	Annual Fee	£5,000
Bingo Clubs	New Application	£3,500

	Provisional Statement	£3,500
	Application with Provisional Statement	£1,200
	Variation	£1,750
	Transfer/Reinstatement	£1,200
	Annual Fee	£1,000
Betting Premises	New Application	£3,000
	Provisional Statement	£3,000
	Application with Provisional Statement	£1,200
	Variation	£1,500
	Transfer/Reinstatement	£1,200
	Annual Fee	£600
Tracks	New Application	£2,500
	Provisional Statement	£2,500
	Application with Provisional Statement	£950
	Variation	£1,250
	Transfer/Reinstatement	£950
	Annual Fee	£1,000
Family Entertainment Centres	New Application	£2,000
	Provisional Statement	£2,000
	Application with Provisional Statement	£950
	Variation	£1,000
	Transfer/Reinstatement	£950
	Annual Fee	£750
Adult Gaming Centres	New Application	£2,000
	Provisional Statement	£2,000
	Application with Provisional Statement	£1,200
	Variation	£1,000
	Transfer/Reinstatement	£1,200
	Annual Fee	£1,000
Lotteries & Amusements	New Application	£40
	Annual Fee	£20
All licences	Notification of change	£50
	Copy of licence	£25
Club gaming or machine permit	New Application	£200
	Existing holder	£100
	Renewal	£200
	Annual Fee	£50
	Variation	£100
	Copy of licence	£15
Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)	New Application	£100
	Renewal	£100
Licensed Premises Notifications		All Council Areas
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50
Gaming Machine Permit (more than 2 machines) on-	Application (existing holder)	£100
	New Application	£150
	Annual Fee	£50

premises which hold on premises alcohol licence	First Annual Fee (payable within 30 days of date permit takes effect)	£50
	Variation	£100
	Transfer	£25
	Change of name	£25
	Copy of permit	£15

Hackney Carriage and Private Hire Licences

Vehicle Licences		Bracknell Forest 2024/25 Fee	West Berkshire 2024/25 Fee	All Council Areas (where applicable) 2025/26 Fee
Hackney Carriage Vehicle – NEW		£301.50	£301.50*	£310.50*
Hackney Carriage Vehicle – RENEWAL		£268	£268*	£276*
Private Hire Vehicle – NEW		£301.50	£301.50*	£310.50*
Private Hire Vehicle – RENEWAL		£268	£268*	£276*
Home to school – NEW and RENEWAL		£167.50	-	£172.50
Private Hire Vehicle with Dispensation - NEW		£301.50	£301.50*	£310.50*
Private Hire Vehicle with Dispensation - RENEWAL		£268	£268*	£276*
Temporary Vehicle Licence	Up to 3 months	£268	£268	£276
Driver Licences				
Driver – NEW	3 year Includes initial tests and safeguarding training	£340	£340	£348
Driver – RENEWAL	3 year Includes tests and safeguarding training	£306.50	£306.50	£313.50
Home to school – NEW & RENEWAL	3 year Includes initial tests and safeguarding training	£233	-	£237.60
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£100.50	£100.50	£103.50
Disability Awareness Training		-	-	At cost

* It was agreed at the Executive meeting on the 22 September 2022 that West Berkshire Council would offer a fee based remittance scheme, subsidised by the Council and that it be introduced from 01 April 2023 for both electric (100%) and hybrid (50%) vehicles that met the agreed criteria.

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2024/25 Fee	2025/26 Fee
NEW Per vehicle calculation of 3.5 hours (at £69.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£502.50	£517.50
	2	£586.25	£603.75
	3	£670.00	£690
	4	£753.75	£776.25
	5	£837.50	£862.50
	6	£921.25	£948.75
	7	£1005.00	£1035
	8	£1088.75	£1121.25
	9	£1172.50	£1207.50
	10	£1256.25	£1293.75
	11	£1340.00	£1387
	12	£1423.75	£1466.25
	13	£1507.50	£1552.50
	14	£1591.25	£1638.75
	15	£1675.00	£1725
	16	£1758.75	£1811.25
	17	£1842.50	£1897.50
	18	£1926.25	£1983.75
	19	£2010.00	£2070
	20	£2093.75	£2156.25
	20+	£2093.75	£2156.25
Private Hire Operator	Number of Vehicles	2024/25 Fee	2025/26 Fee
RENEWAL Per vehicle calculation of 1.5 hours (at £69 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£368.50	£379.50
	2	£452.25	£465.75
	3	£536.00	£552
	4	£619.75	£638.25
	5	£703.50	£724.50
	6	£787.25	£810.75
	7	£871.00	£897
	8	£954.75	£983.25
	9	£1038.50	£1069.50
	10	£1122.25	£1155.75
	11	£1206.00	£1242
	12	£1289.75	£1328.25
	13	£1373.50	£1414.50
	14	£1457.25	£1500.75
	15	£1541.00	£1587
	16	£1624.75	£1673.25
	17	£1708.50	£1759.50
	18	£1792.25	£1845.75
	19	£1876.00	£1932
	20	£1959.75	£2018.25
	20+	£1959.75	£2018.25

Other Private Hire & Hackney Carriage Charges

Other charges		2024/25 Fee All Council Areas (where applicable)	2025/26 Fee All Council Areas (where applicable)
Transfer of vehicle to new owner		£67	£69
Variation to a Private Hire Operator		£67	£69
Change of vehicle		£83.75	£86.25
Replacement Licence		£33.50	£34.50
Replacement Badge		£33.50 + Badge Costs (£5)	£34.50 + Badge Costs (£5)
Replacement Vehicle Licence Plate		£33.50 + Plate Costs (£26)	£34.50 + Plate Costs (£26)
Knowledge Test	First attempt included in initial fee	£83.75	£86.25
Missed Appointment		£33.50	£34.50
Disclosure and Barring Service Check (DBS)		At cost	At cost
Advertising on a Hackney carriage - NEW	Bracknell Only	£67	£69
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£33.50	£34.50
Change of address (PH & HC)		£16.75	£17.25
Backing Plate		£26 at cost	£26 at cost
Medical Exemption		£33.50	£34.50
Refund Processing Fee		£33.50	£34.50
Change of vehicle registration	Including	£33.50 + sticker and licence costs (£31)	£34.50 + sticker and licence costs (£31)
Pre-application advice, hourly rate	Min 1 hour	£67	£69

Hairdresser Registration

Description	2024/25 Fee All Council Areas (where applicable)	2025/26 Fee All Council Areas
Hairdresser/barber registration	£33.50	£34.50

Licensing Act 2003 – Statutory

Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	PPP Areas
Band A – RV up to 4,300	£100
Band B – RV 4,300 to 33,000	£190
Band C – RV 33,001 to 87,000	£315
Band D – RV 87,001 to 125,000	£450
Band E – RV 125,001 and above	£635
Pre-application advice, hourly rate	£69

Premises Licence – Annual Fee (Class B – Statutory Fee)	
Band A	£70
Band B	£180
Band C	£295
Band D	£320
Band E	£350
Personal Licence - (Class B – Statutory Fee)	£37
Temporary Event Notices (TENS) - (Class B – Statutory Fee)	£21
Application for copy licence	£10.50
Application to vary DPS/transfer licence/interim notice	£23
Application for making a provisional statement	£315
Minor variation	£89
Application to disapply mandatory DPS condition	£23
Pre-application work, hourly rate	£69

Petroleum Licences – Statutory

Petroleum Licences	2024/25 Fee	2025/26 Fee
Not exceeding 2,500 litres	£48	£48
Not exceeding 50,000 litres	£65	£65
Exceeding 50,000 litres	£137	£137

Scrap Metal

Description		2024/25 Fee	2025/26 Fee
Scrap Metal site –NEW	3 Years	£536	£552
Scrap Metal site - RENEWAL	3 Years	£502.50	£517.50
Scrap Metal mobile collector - NEW	3 Years	£268	£276
Scrap Metal mobile collector - RENEWAL	3 Years	£234.50	£241.50
Scrap Metal - Variation of Licence		£268	£276
Scrap Metal - change of site manager		£67	£69
Scrap Metal - copy of licence		£16.75	£17.25
Scrap Metal - Change of Name		£33.50	£34.50

Sex Establishments – Statutory

Description	Type	All Council Areas
Sex establishments	Initial	£6,728
Sex establishments	Renewal	£5,085
Sex establishments	Transfer	£1,340
Sex establishments	Variation	£1,340

Skin Piercing & Dermal Treatments

Description	Type	2024/25 Fee	2025/26 Fee
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£268	£276
	Premises (5hrs)	£335	£345
	Joint application (7hrs)	£469	£483
Pre-application work, hourly rate	Min. 1 hour	£67	£69

Street Trading Consents

Description	Type	Bracknell Forest 2024/25 Fee	Bracknell Forest 2025/26 Fee	West Berkshire 2024/25 Fee	West Berkshire 2025/26 Fee
	Daily	£67	£69	£67	£69
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£163.50	£172.50	£163.50	£172.50
	Monthly Rate	£275	£276	£275	£276
	3 months	£732.50	£759	£732.50	£759
	6 months	£917	£948.75	£917	£948.75
	Annual Fee	£1558.50	£1604.25	£1558.50	£1604.25
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£732.50	£759	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£550	£569.25	N/A	N/A
	Ice cream van (per van) 6 month	£818.50	£851	£917	£942.50
	Ice cream van (per van) 1 month	£212	£221	£275	£282.90
Variation fee		£100.50	£103.50	£100.50	£103.50
Refund for Street Traders	In the event that following consultation the application is refused or deemed withdrawn by officers, a sum of 50% of the application fee is payable as a refund. If the application is refused by a Panel, no refund of the application fee is payable.				
Pre-application work, hourly rate	Min. 1 hour	£67	£69	£67	£69

ENVIRONMENTAL PROTECTION

Abandoned vehicles – Statutory

Description		Bracknell Forrest Only
Removal (prescribed fee)	Less than 3.5 tonnes	£150
Removal (prescribed fee)	Between 3.5 and 7.5 tonnes	£200
Removal (prescribed fee)	Over 7.5 tonnes	£350
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20
Daily Storage (prescribed fee)	Between 3.5 and 7.5 tonnes	£25
Daily Storage (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£30
Daily Storage (prescribed fee)	Over 18 tonnes	£35

Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£75
Fixed Penalty Notice	Reduced to £120.00 if paid within 7 days	£200
Enforcement invoice costs		£77

Fly Tipping Environment Protection Act 1990

Description		Bracknell Forest Only	Bracknell Forest Only
		2024/25 Fee	2025/26 Fee
Section 33 of the Environmental Protection Act 1990	Fixed Penalty Notice	£400	£400
Section 34 of the Environmental Protection Act 1990	Fixed Penalty Notice	£300	£300

Anti-Social Behaviour Act

Description		2024/25 Fee	2025/26 Fee
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£1373	£1414.50

Dog Warden Services

Description	2024/25 Fee	2025/26 Fee
Stray Dogs – not taken to kennel	£83.75	Call-out - £130 Statutory Fee - £25
Stray Dogs – taken to kennel	£83.75 plus Cost recovery and Vets fees separate.	Call-out - £130 Statutory Fee - £25 Any kennelling and veterinary fees incurred are charged based on cost recovery.
Kennels cost	Recharge based on cost	Recharge based on cost
Dog fouling fixed penalty charge	£75	£100
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping	Cost recovery charged at £67ph	Cost recovery charged at £69ph
* Debit and credit card payments to Noah's Ark	Cost recovery currently £45	Cost recovery currently £45

Environmental Permitting Regulations 2016 – Statutory

Scheduled Processes – (Class B – statutory Fee)		All Council Areas
Standard Process		£1,650
Additional fee for operating without a permit		£1,188
Service Stations (PVR 1 & PVR II combined)		£257
Service Station (PVR 1)		£155
Dry Cleaners		£155
Vehicle Refinishers		£362

Mobile Screening & Crushing Plant for each of the 1 st and 2 nd applications		£1,650
Mobile Screening & Crushing Plant for the 3 rd to 7 th applications		£985
Mobile Screening & Crushing Plant for the 8 th and subsequent applications		£498
Substantial changes (variation)		
Standard Process		£1,050
Standard process where substantial change results in a new PPC activity or any other solvent emission activity		£1,650
Reduced Fee Activities		£102
Annual Subsistence Charge (Statutory)		
Standard Process or any other solvent activity	Low	£772
	Medium	£1,161
	High	£1,747
Service stations PVR II	Low	£113
	Medium	£226
	High	£341
Vehicle Refinishers and other reduced fees	Low	£228
	Medium	£365
	High	£548
Dry cleaners/PVR1	Low	£79
	Medium	£158
	High	£237
Mobile Screening & Crushing Plant	Low	£626
	Medium	£1,034
	High	£1,551
Mobile Screening & Crushing Plant for 2 nd permit	Low	£646
	Medium	£1,034
	High	£1,551
Mobile Screening & Crushing Plant for 3 rd to 7 th permit	Low	£385
	Medium	£617
	High	£924
Mobile Screening & Crushing Plant for the 8 th and subsequent permits	Low	£198
	Medium	£314
	High	£473
Late payment charge	If invoice issued & not paid within 8 weeks	£52
Payment in 4 instalments		Additional £38
Transfer and Surrender		
Transfer		£169
Partial Transfer		£497
Surrender		£0
Transfer Reduced fees		£0
Partial Transfer Reduced Fees		£47

Private Sector Housing

Description	2024/25 Fee	2025/26 Fee
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£456	£476
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate

HMO Licence NEW - assisted application	£1340	£1380
HMO Licence RENEWAL	£907	£931.50
Caravan Site Licences		
Site licence new (plus additional fee per pitch)	£502.50	£517.50
New licence additional fee per pitch	£18	£18.50
Transfer of licence	£201	£207
Alteration of conditions	Hrly Rate	Hrly Rate
Annual inspection fee – per pitch	£16	16.50
Enforcement action -per hour	Hrly Rate	Hrly Rate
Deposit, vary or deleting site rules	£134	£138
Mobile Homes Regulations 2020		
Application Fee – Fit and Proper Test (any application taking more than two hours to process will be charged at an additional hourly rate of £67/ph or part thereof)	£134	£138
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties		

Private Water Supplies

Description		2024/25 Fee	2025/26 Fee
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	At Hrly Rate	At Hrly Rate
Sampling visit (for each sampling visit) *	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	At Hrly Rate	At Hrly Rate
Investigation	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.	At hrly rate	At hrly rate
Regulation 9 Supply Analysis of Group A Parameters		Laboratory Costs **	Laboratory Costs **
Regulation 9 Supply Analysis of Group B Parameters		Laboratory Costs **	Laboratory Costs **
Regulation 10 Supply Parameters		Laboratory Costs **	Laboratory Costs **
Analysis of Single Dwelling Supplies (upon request)		Laboratory Costs **	Laboratory Costs **

* A local authority should not charge for the Officer time for a sample that is taken and analysed solely to confirm or clarify the results of a previous sample. A local authority can charge for a sample visit to verify the effectiveness of improvements, e.g. following completion of actions specified in a Notice.

** Laboratory fees set annually

Other Fees

	Hourly rate applies minimum of 2 hours	2024/25 Fee	2025/26 Fee
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Civil Actions (Class A – Fee Discretionary)		£134 minimum	£138 minimum
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Pre-Application Advice, hourly charge		£67	£69

TRADING STANDARDS

Buy with confidence

Description	Employee numbers	2024/25 Fee	2025/26 Fee
Application Fee (set nationally by Buy with Confidence scheme)	1-5 employees	£145	£149.50
	6-20 employees	£200	£206
	21-49 employees	£250	£257.50
	50+ employees	POA	POA
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£270	£278
	6-20 employees	£405	£417
	21-49 employees	£540	£556
	50+ employees	POA	POA
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£136	£140
	6-20 employees	£206	£212
	21-49 employees	£274	£282

* West Berkshire & Wokingham schemes administered by Hampshire County Council

Primary Authority

Description	2024/25 Fee	2025/26 Fee
Primary Authority Work hourly chargeable rate	£67 Hourly Rate	£69
Annual charge - previous year usage 10 hours or less	£603	£621
Annual charge - previous year usage 20 hours	£1206	£1242
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed

Assured Care and Support (West Berkshire and Wokingham)

Description	Employee numbers	2024/25 Fee	2025/26 Fee
Membership Fee	1-5 employees	£100	£103
	6-20 employees	£200	£206
	21+ employees	£500	£515

Weights and Measures

Description		2024/25 Fee	2025/26 Fee
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£67 p/h	£69 p/h

Other Fees

Description		2024/25 Fee	2025/26 Fee
Food export certificates	Full cost recovery based on hourly rate	£67 minimum	£69 minimum
Food Hygiene Rating Scheme rescore	2 hours	£134	£138
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£67	£69
Resident Request for Advice	Hourly rate	£67	£69

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West Berkshire Council Licensing Committee Forward Plan January 2025 to January 2026

No.	Ref No	Item	Purpose	Lead Officer	Comments
LC 20 January 2025					
1.		Fees for Taxi and Private Hire Vehicles, Drivers and Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	Moira Fraser	This report will only be submitted if there are objections to the fees subjected to the statutory consultation
2.		Street Trading Policy	To consider changes to the policy and agree a way forward.	Julia O'Brien	
3.		Hackney Carriage Tariffs - 2025	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Moira Fraser	If a business case is submitted by the trade
4.	L4273	Hackney Carriage and Private Hire Licensing Policy	To consider the draft policy and agree the consultation process.	Mark Groves	
LC July 2025 (Date TBC)					
5.		Hackney Carriage Tariffs - 2025	To provide feedback on the 2024 process and any decisions made by the Executive.	Moira Fraser	If a business case is submitted by the trade
6.	LC4389	Annual Report 2024/25	To set out the work of the Licensing Committee in 2024/25 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.	Moira Fraser	
7.	C4273	Hackney Carriage and Private Hire Licensing Policy	To consider the comments received during the consultation, consider any proposed modifications to the policy and adopt it.	Julia O'Brien	
8.		Scrap Metal Licensing Policy	To consider changes to the policy and agree a way forward.	Julia O'Brien	

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Agenda Item 6.

No.	Ref No	Item	Purpose	Lead Officer	Comments
LC November 2025 (Date TBC)					
9.		Fees and Charges 2026/27	To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee at the October 2025 meeting and agree the methodology for consultation for the fees the council has a statutory duty to consult on.	Moira Fraser	
10.		Hackney Carriage Tariffs - 2026	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Moira Fraser	If a business case is submitted by the trade
11.		Charity Collections Policy	To consider the draft policy and agree a way forward.	Julia O'Brien	
LC January 2026 (Date TBC)					
12.		Fees for Taxi and Private Hire Vehicles, Drivers and Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	Moira Fraser	This report will only be submitted if there are objections to the fees subjected to the statutory consultation
13.		Sex Establishment Policy	To consider any amendments that are needed to the policy and agree a way forward.	Julia O'Brien	
14.		Special Treatments Bye laws	To consider the bye laws and make any changes needed	Julia O'Brien	