

# Public Document Pack

Democratic Services



## LICENSING AND PLANNING POLICY COMMITTEE

Thursday 22 January 2026 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Peter O'Donovan (Chair)  
Councillor Neil Dallen (Vice-Chair)  
Councillor Steve Bridger  
Councillor Alex Coley  
Councillor Julian Freeman

Councillor Rob Geleit  
Councillor Phil Neale  
Councillor Humphrey Reynolds  
Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. King'.

Chief Executive

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

### EMERGENCY EVACUATION PROCEDURE

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

## Public information

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.**

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for this Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk).

## Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

## Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk)

Questions must be received in writing by Democratic Services by noon on the fifth working day before the day of the meeting. For this meeting this is **Noon, Thursday 15 January**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Wednesday 21 January**.

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## **AGENDA**

### **1. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

To take any questions or statements from members of the Public.

### **2. DECLARATIONS OF INTEREST**

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

### **3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 25 November 2025 (attached) and to authorise the Chair to sign them.

### **4. FEES AND CHARGES 2026/27 (Pages 9 - 22)**

This report recommends fees and charges for which this committee is responsible, with the new charges being effective from 1 April 2026.

### **5. REVENUE BUDGET 2026/27 (Pages 23 - 28)**

This report sets out budget estimates for income and expenditure for Licensing & Planning Policy services in 2026/27.

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### Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE held at the Council Chamber, Epsom Town Hall on 25 November 2025

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#### PRESENT -

Councillor Peter O'Donovan (Chair); Councillor Neil Dallen (Vice-Chair); Councillors Steve Bridger, Alex Coley, Julian Freeman, Rob Geleit, Phil Neale and Humphrey Reynolds

In Attendance: Councillor Tony Froud

Absent: Councillor Shanice Goldman and Councillor Clive Woodbridge

Officers present: Ian Mawer (Head of Planning Policy and Economic Development), Anna Clements (Senior Accountant) and Phoebe Batchelor (Democratic Services Officer)

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#### 15 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from Members of the Public.

#### 16 DECLARATIONS OF INTEREST

No declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests were made by Members with respect to any items to be considered at the meeting.

#### 17 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 23 September 2025 and authorised the Chair to sign them.

#### 18 MINUTES OF LICENSING SUB-COMMITTEE

The Committee received a report presenting the Minutes of the Meeting of the Licensing Sub-Committee held on the 13 August 2025.

The following matters were considered:

- a) **Sub-Committee Minutes.** A Member of the Committee asked why the Committee were being asked to agree minutes for a meeting they had not all been present at. The Chair explained that the Committee were not being asked to approve the minutes, they are being asked to receive them

and then authorise the Chair of the Sub-Committee meeting to sign them. The Chair informed Members that the minutes had already been agreed and approved by the Members who had been present at the Sub-Committee meeting on the 13<sup>th</sup> of August 2025. The Chair explained that Licensing and Planning Policy Committee receive the minutes of all Licensing Sub-Committees as the parent committee.

Following consideration, the Committee unanimously resolved to:

**(1) Receive the Minutes of the Meeting of the Licensing Sub-Committee held on the 13 August 2025 and authorise the Chair of the Sub-Committee meeting to sign them as a true record of that meeting.**

## 19 2026/27 BUDGET TARGETS

The Committee received a report informing them of the Council's revenue budget targets presented to the Strategy & Resources Committee in July. The report was seeking guidance on the preparation of the Committee's service estimates for 2026/27.

The following matters were considered:

- a) **2027/28.** A Member of the Committee raised that in recommendation 3, it sets out that the projected Council wide funding gap for 2026/27 is £1.93 million, rising to £5.06 million per annum by 2028/29. The Member asked where the projection for 2027/28 is. The Senior Accountant informed the Committee that the information on 2027/28 could be found in the Medium-Term Financial Strategy report.
- b) **Budget Deficit.** A Member of the Committee asked how the Council was expecting such a huge deficit and where things had gone wrong. The Member asked what is responsible for such a huge projected deficit. The Vice Chair raised that it is important to note that the Council has not got things wrong and is merely forecasting things and then adjusting in light of actual expenditure. The Senior Accountant explained that one of the biggest pressures the Council is facing at the moment is the overspend on Temporary Accommodation and Housing. The Senior Accountant noted that this is not an Epsom and Ewell specific issue, and councils all over the country are struggling with rising cost of temporary and nightly-paid accommodation. The Member asked for more information on the cost and number of temporary accommodation the Council is currently experiencing. The Senior Accountant explained that there are lots of pressures surrounding housing issues in the borough. The Vice Chair raised that they would be happy to meet with the Member and discuss the issue of temporary accommodation, as the Chair of Strategy and Resources. The Vice Chair also raised that the issue of homelessness and temporary accommodation situation is reported regularly to both Community and Wellbeing Committee and Strategy and Resources Committee. The Chair raised that the relevant figures and reports could

be shared with the Member following the meeting. The Member thanked the Chair and Vice Chair and agreed to receive further relevant information following the meeting.

Following consideration, the Committee resolved:

Unanimously to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 15 July 2025.**
- (2) Note that owing to the Council's projected budget deficit, any additional new revenue growth items (i.e. service enhancements resulting in increased net expenditure) supported by Policy Committees will need to be fully funded from existing budgets.**

With 6 votes for, 1 abstention, and the Chair not voting, to:

- (3) Consider how additional income or savings can be generated to address the projected Council wide funding gap of £1.93 million in 2026/27, rising to £5.06 million per annum by 2028/29.**

**20 STONELEIGH AND AURIOL NEIGHBOURHOOD PLAN - EXAMINER'S REPORT AND DECISION TO PROCEED TO REFERENDUM**

The Independent Examination commenced on 4 September 2025, and the Examiner issued his report on the 23 October 2025 (Appendix 1) which recommends that the Stoneleigh and Auriol NDP, subject to proposed modifications, proceeds to Referendum.

The following matters were considered:

Councillor Tony Froud gave a verbal statement to the Committee.

- a) **Wards affected.** The Vice Chair asked why the front of the report listed Cuddington Ward as an affected ward when it is called the Stoneleigh and Auriol Neighbourhood Plan. The Democratic Services Officer clarified that when the Stoneleigh and Auriol Neighbourhood Area was designated 5 years ago, the boundaries of Stoneleigh and Auriol wards were slightly different to the current ward boundaries, therefore some properties which are now in Cuddington Ward will also be able to vote in the Stoneleigh and Auriol Neighbourhood Plan Referendum as they are within the Stoneleigh and Auriol Neighbourhood Area.
- b) **Thanks.** The Chair expressed their thanks and congratulations to the Stoneleigh and Auriol Neighbourhood Forum. The Chair commended their hard work and continued improvements.
- c) **Great example.** A Member of the Committee raised that this process has been a great example of what residents can do when they want to put

together really clear guidance around planning. The Member commended the time, effort, and hard work put in to producing a clear piece of planning guidance that will aid in protecting and ensuring quality development in the Stoneleigh and Auriol Neighbourhood area. The Member wished the Stoneleigh and Auriol Neighbourhood Forum good luck going forwards and praised the constructive approach taken by the forum members and local residents.

d) **AECOM.** A Member of the Committee asked if the AECOM mentioned in the report, is the major global consultancy company. The Member asked for this clarification as they wanted to ensure the name was being used correctly and there weren't any legal issues. The Head of Planning Policy and Economic Development confirmed that the AECOM referenced is the large multidisciplinary consultancy firm that produced the design code.

Following consideration, the Committee unanimously resolved to:

- (1) To accept and agree with the Examiner's proposed modifications to the Stoneleigh and Auriol NDP as contained at Appendix 1 to this report and proceed to Referendum to be held on 12 February 2026;**
- (2) To authorise publication of the Decision Statement (Appendix 2 to this report).**

*The meeting began at 7.30 pm and ended at 7.54 pm*

COUNCILLOR PETER O'DONOVAN (CHAIR)

## FEES AND CHARGES 2026/27

<b>Head of Service:</b>	Cagdas Canbolat, Director of Corporate Services (S151)
<b>Report Author</b>	Anna Clements, Senior Accountant
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	<b>Appendix 1 – Place Development Fees and Charges 2026/27</b> <b>Appendix 2 – Licensing Fees and Charges 2026/27</b>

### Summary

This report recommends fees and charges for which this committee is responsible, with the new charges being effective from 1 April 2026.

### Recommendation (s)

#### The Committee is asked to:

- (1) Agree the fees and charges for 2026/27 as set out at Appendices 1 and 2.

#### 1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Licensing & Planning Policy Committee for 2026/27.

#### 2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 10 February 2026. To enable the budget to be finalised, the policy committees are asked to recommend fees and charges covering the services for which they are responsible.

- 2.2 The current economic climate creates uncertainty and difficulties for budget setting. To this end, the budget guidelines agreed by Strategy and Resources in July 2025 advised an overall increase in revenue discretionary fees and charges of 4.8%, based on the September 2025 CPI +1%
- 2.3 The fees and charges presented in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.5 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

### **3 Proposals**

- 3.1 The proposed fees and charges for 2026/27 are set out at Appendices 1 and 2 to this report. The main variations in fees and charges for each service area outside the range of an increase between 4.8% and 10% are set out below:

#### **Place Development**

- 3.2 A restructure of the fees and charges, in particular pre-application advice and planning performance agreements, has been carried out to offer a wider range of options not previously implemented which also reflect better value and make the services more attractive.
- 3.3 Planning application fees are set nationally and are expected to be increased by RPI from April 2026 onwards. These fees don't feature within this report as they are not discretionary, but it is anticipated that the income from these fees will increase, and an additional £42,000 has been included for 2026/27.

3.4 Some Development Management services, such as Planning Performance Agreements, are bespoke and tailored to the specific development. A list of Officer hourly rates is therefore detailed in Appendix 1 to form the basis of the calculated fee. These fees have been increased for 2026/27 at approximately 4.8% in line with the uplift agreed within the Medium Term Financial Strategy. Some changes have been made to the Officers' Rates to include new positions within the team.

### **Licensing**

3.5 The discretionary general licensing fees have not been increased for 2026/27 as most fees are at the limit of cost recovery. The Council is only entitled to recover the cost of processing the applications and the enforcement. It is not permitted to use the licensing system as a general revenue earner, to raise the fees higher than the costs of processing the licences would place the council at risk of legal challenge for using the licensing fee system to generate income over and above the cost of administering the system. Additionally raising the current fees would also put the Council at risk of losing customers.

3.6 The additional fee for Hackney Carriage Vehicles (Hybrid/Electric Vehicle) continues to be available for 2026/27. The fee has been set at £265.00 and is lower than the Hackney Carriage Vehicles fee to promote positive environmental changes.

3.7 New fees have been introduced for Primate Licences Part A Application fee at £450 and Primate Licences Part B Enforcement Fee at £100.

3.8 To ensure that the Council is consistent with the requirements of Hemming v Westminster for licences to have a part A and part B fee, it is proposed the proportions be split as set out below:

- Part A – 66.6% of fee
- Part B – 33.3% of fee

3.9 The exemption to this is animal welfare licences which already have a defined Part A and B fee.

## **4 Risk Assessment**

### Legal or other duties

#### 4.1 Equality Impact Assessment

- 4.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.
- 4.1.2 The current economic crisis has resulted in some instances in reduced revenue from fees and charges.

4.2 Crime & Disorder

4.2.1 None for the purposes of this report.

4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None for the purposes of this report.

4.5 Other

4.5.1 None for the purposes of this report.

**5 Financial Implications**

5.1 The impact of the proposed fees and charges for services in 2026/27 is set out below.

5.2 The table sets out the original additional income target as per the Medium Term Finance Strategy in the first column.

5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.

5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.

5.5 The last column sets out the difference between the budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Target Increase in Income Budget (4.8%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes £'000	Variation between Target and total change £'000
Planning	4	4	42	42
Licensing	17	0	(1)	(18)
<b>Total</b>	<b>21</b>	<b>4</b>	<b>41</b>	<b>24</b>

- 5.1 The proposed charges will generate an additional estimated income of £45,000. This has been taken into account in the budget to be presented to Council next month.
- 5.2 Overall, the effect of increased charges, combined with the anticipated change in volumes is that the Licensing and Planning Policy Committee income budgets are higher than the targeted budgeted income from fees and charges by £24,000.
- 5.3 The revised level of income has been included in the medium-term financial strategy to contribute towards a balanced budget over the next four years. A breakdown of the 2026/27 budget can be found in the budget report included on this agenda.
- 5.4 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

## 6 Legal Implications

- 6.1 There are no specific issues arising from this report, but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.
- 6.2 **Legal Officer's comments:** None for the purposes of this report.

## 7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
  - Effective Council.
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- [Budget Targets Report - October 2024.](#)

### **Other papers:**

- [Revenue Budget 2025/26 report – January 2025.](#)

**DEVELOPMENT - FEES AND CHARGES 2026/27**

Description	Unit	Full Cost 25/26	Full Cost 26/27	% Change	Notes
Copy documents	Planning Decision Notice	17.00	20.00	17.6%	
Copy documents	S106 etc	24.00	20.00	-16.7%	Standardised alongside other similar services
Copy documents	Tree Preservation Order	36.00	38.00	5.6%	
Copy documents	Enforcement Notice	19.00	20.00	5.3%	
Hedgerow Complaint under Part 8 of Anti-Social Behaviour Act 2003	per complaint	580.00	400.00	-31.0%	Disproportionate compared to planning application fees, a reduced rate is appropriate
Amendment to s106 Legal Agreement	per application	-	350.00	0.0%	No fee previously applied
Request to Remove Enforcement Notice from Property	per application	-	350.00	0.0%	No fee previously applied
Full PPA residential 10-49 dwellings, non-residential 1000-2499m <sup>2</sup> , 1000-3999m <sup>2</sup> industrial/warehousing	Initial advice and first meeting	12,875.00	6,200.00	-51.8%	Last year we charged for 4 meetings
Full PPA residential 10-49 dwellings, non-residential 1000-2499m <sup>2</sup> , 1000-3999m <sup>2</sup> industrial/warehousing	Additional meeting	1,095.00	1,150.00	5.0%	Including the above fee plus 3 meetings, results in a 25% reduction compared to last year's fees
Full PPA residential 50-99 dwellings, non-residential 2500-4999m <sup>2</sup> , 4000-7999m <sup>2</sup> industrial/warehousing	Initial advice and first meeting	15,450.00	10,075.00	-34.8%	Last year we charged for 4 meetings
Full PPA residential 50-99 dwellings, non-residential 2500-4999m <sup>2</sup> , 4000-7999m <sup>2</sup> industrial/warehousing	Additional meeting	1,640.00	1,720.00	4.9%	Including the above fee plus 3 meetings, results in a 1.4% reduction compared to last year's fees
PPA residential 100-150 dwellings, non-residential up to 100,000 industrial/warehousing	Initial advice and first meeting	18,025.00	12,525.00	-30.5%	Last year we charged for 4 meetings
PPA residential 100-150 dwellings, non-residential up to 100,000 industrial/warehousing	Additional meeting	1,030.00	2,150.00	108.7%	Including the above fee plus 3 meetings, results in a 5% increase compared to last year's fees
PPA residential over 150 dwellings, non-residential over 10,000m <sup>2</sup>	POA: Bespoke	-	16,282.00	0.0%	
PPA residential over 150 dwellings, non-residential over 10,000m <sup>2</sup>	Additional meeting	-	2,150.00	0.0%	No fee previously applied

**DEVELOPMENT - FEES AND CHARGES 2026/27**

Description	Unit	Full Cost 25/26	Full Cost 26/27	% Change	Notes
Officer Rate - Head of Development Management and Planning Enforcement	Per hour	-	250.00	0.0%	New position
Officer Rate - Head of Planning Policy	Per hour	-	250.00	0.0%	New position
Officer Rate - DM Team Leader	Per hour	-	194.00	0.0%	New position
Officer Rate - DM Principal Planning Officer	Per hour	148.00	155.00	4.7%	
Officer Rate - DM Planning Officer	Per hour	127.00	133.00	4.7%	
Officer Rate - Enforcement Officer	Per hour	111.00	133.00	19.8%	To reflect equivalent positions
Officer Rate - Principal Policy Officer	Per hour	148.00	155.00	4.7%	
Officer Rate - Policy Officer	Per hour	127.00	133.00	4.7%	
Officer Rate - CIL and S106 Officer	Per hour	177.00	185.00	4.5%	
Officer Rate - Conservation and Design Officer	Per hour	127.00	133.00	4.7%	
Officer Rate - Environmental Health Officer	Per hour	148.00	155.00	4.7%	
Officer Rate - Strategic Housing Manager	Per hour	148.00	155.00	4.7%	
Officer Rate - Business Support Assistant	Per hour	89.00	93.00	4.5%	
Planning Decision Notice	Each	17.00	20.00	17.6%	
Enforcement Notice	Each	19.00	20.00	5.3%	
Householder pre-application advice fees	Householder - Letter only	220.00	230.00	4.5%	
Householder pre-application advice fees	Householder - Add 30 minute Meeting	-	63.00	0.0%	New
Householder pre-application advice fees	Householder - With Specialist comment	-	45.00	0.0%	New
Householder pre-application advice fees	Householder - With Follow Up Meeting/Letter (within 3 months)	50.00	52.00	4.0%	
Householder (curtilage) pre-application advice fees	Householder - Letter Only	-	115.00	0.0%	New
Householder (curtilage) pre-application advice fees	Householder - Add 30 minute Meeting	-	63.00	0.0%	New
Householder (curtilage) pre-application advice fees	Householder - With Specialist comment	-	45.00	0.0%	New
Householder (curtilage) pre-application advice fees	Householder - With Follow Up Meeting/Letter (within 3 months)	-	52.00	0.0%	New

**DEVELOPMENT - FEES AND CHARGES 2026/27**

Description	Unit	Full Cost 25/26	Full Cost 26/27	% Change	Notes
Minor development pre-application advice fees	Minor, COU or per dwelling - Letter only	-	310.00	0.0%	New
Minor development pre-application advice fees	Minor, COU or per dwelling - Add 1 hour meeting	-	110.00	0.0%	New
Minor development pre-application advice fees	Minor, COU or per dwelling - With Specialist comment	-	135.00	0.0%	New
Minor development pre-application advice fees	Minor, COU or per dwelling - With Follow Up Meeting/Letter (within 3 months)	-	180.00	0.0%	New
Major development pre-application advice fees	Major (10-49 dwellings, 1000-2499sqm)- Letter only	-	3,700.00	0.0%	New
Major development pre-application advice fees	Major (10-49 dwellings, 1000-2499sqm)- Add meeting	-	1,000.00	0.0%	New
Major development pre-application advice fees	Major (10-49 dwellings, 1000-2499sqm)- With Follow Up Meeting/Letter (within 3 months)	1,095.00	1,150.00	5.0%	
Major development pre-application advice fees	Major (50-99 dwellings, 2500-4999sqm)- Letter only	-	6,900.00	0.0%	New
Major development pre-application advice fees	Major (50-99 dwellings, 2500-4999sqm)- Add meeting		1,675.00	0.0%	New
Major development pre-application advice fees	Major (50-99 dwellings, 2500-4999sqm)- With Follow Up Meeting/Letter (within 3 months)	1,640.00	1,720.00	4.9%	
Major development pre-application advice fees	Major (100+ dwellings, 5000sqm+)- With Follow Up Meeting/Letter (within 3 months)	-	10,520.00	0.0%	New
Major development pre-application advice fees	Major (100+ dwellings, 5000sqm+)- With Follow Up Meeting/Letter (within 3 months)	-	2,005.00	0.0%	New
Major development pre-application advice fees	Major (100+ dwellings, 5000sqm+)- With Follow Up Meeting/Letter (within 3 months)	-	2,150.00	0.0%	New
Condition discharge pre application advice fees	Per condition	3,275.00	260.00	-92.1%	Restructured to reflect better value
Other pre-app advice fees - Planning Performance Agreement	PPA - 10-49 dwellings, small commercial/industrial - Initial Advice and Meeting	-	4,700.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 10-49 dwellings, small commercial/industrial - Each Subsequent Meeting	-	1,150.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 50-99 dwellings, medium commercial/industrial - Initial Advice and Meeting	-	8,575.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 50-99 dwellings, medium commercial/industrial - Each Subsequent Meeting	-	1,720.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 100-149 dwellings, large commercial/industrial - Initial Advice and Meeting	-	12,525.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 100-149 dwellings, large commercial/industrial - Each Subsequent Meeting	-	2,150.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 150+ dwellings - Initial Advice and Meeting	-	16,280.00	0.0%	New
Other pre-app advice fees - Planning Performance Agreement	PPA - 150+ dwellings - Each Subsequent Meeting	-	2,150.00	0.0%	New
Self and Custom Build Register	Registration Fee	40.00	42.00	5.0%	
Self and Custom Build Register	Fee to remain on the register (annual)	9.00	9.50	5.6%	
Officer Rate - Tree Officer	Per hour	127.00	133.00	4.7%	
Single Memorial Tree - Council to plant. Application fee £50.00/Supply and Tree Planting fee £500.00	Per application and tree planting	550.00	550.00	0.0%	
Third party Tree Planting - Application fee £150.00/Council officer supervision of tree planting £350.00	Per application and tree planting	500.00	500.00	0.0%	

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## Licencing - Fees and Charges 2026/27

Description	Unit	2025/26	2026/27	% Change
<b>Acupuncture, ear-piercing and electrolysis</b>				
Acupuncture, body piercing and electrolysis - New (2 or more practitioners)	Per registration	440.00	440.00	0%
Acupuncture, body piercing , electrolysis - New (small business - 1 practitioner)	Per registration	360.00	360.00	0%
Acupuncture, body piercing , electrolysis - register additional named qualified practitioners	Per registration	112.00	112.00	0%
<b>Animal Welfare</b>				
Animal Welfare - Hiring Horses	Per licence	250.00	250.00	0%
Animal Welfare - Hiring Horses - 1 or 2 horses	Per Application	450.00	450.00	0%
Animal Welfare - Hiring Horses - Over 10 horses	Per Application	600.00	600.00	0%
Animal Welfare - Hiring Horses 3 to 10 horses	Per Application	520.00	520.00	0%
Animal Welfare - Keeping or Training animals for exhibition (Performing Animals) (plus veterinary costs as incurred)	Per application	445.00	445.00	0%
Animal Welfare - Keeping or Training animals for exhibition (Performing Animals) Ad hoc	Per Event	72.00	72.00	0%
Animal Welfare - Keeping or training animals for exhibition(Performing Animals) (plus veterinary costs incurred)	Per licence	72.00	72.00	0%
Animal Welfare - Pet Shop	Per Licence	220.00	220.00	0%
Animal Welfare - Pet Shop - 1 or 2 species	Per Application	305.00	305.00	0%
Animal Welfare - Pet Shop - 3 or more species	Per Application	445.00	445.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels & Catteries) Initial Fee (New) plus licence fee as scoring matrix	Per licence	220.00	220.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 1 Year licence	445.00	445.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 2 Year licence	530.00	530.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 3 Year licence	695.00	695.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Variation to reduce number of animals	Per Application	36.00	36.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Variation/Star Rating	Per Application	106.00	106.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Additional/Advisory Visits	Per visit	75.00	75.00	0%
Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Transfer following death of Licensee	Per Application	36.00	36.00	0%
Animal Welfare Additional Activities	25% of standard fee	0.00	0.00	0%
Primate licences Part A Application fee (The Animal Welfare (Primate Licences) (England) Regulations 2024)	Per Licence	N/A	450.00	NEW
Primate licences Part B Enforcement Fee (The Animal Welfare (Primate Licences) (England) Regulations 2024)	Per Licence	N/A	100.00	NEW

## Licencing - Fees and Charges 2026/27

Description	Unit	2025/26	2026/27	% Change
<b>Other Licences</b>				
Caravan Site - New	Per licence	475.00	475.00	0%
Caravan Site - Renewal	Per licence	475.00	475.00	0%
Licensing - Rapid Service Fee	25% Additional to Standard Fee	0.00	0.00	0%
Replacement Registration/Badge	Per registration	30.00	30.00	0%
Replacement/Copy of Licence (from 'Other' Category)	Per licence	30.00	30.00	0%
Scrap Metal Dealers - Collector New	Per Licence	405.00	405.00	0%
Scrap Metal Dealers - Collector renewal	Per Licence	350.00	350.00	0%
Scrap Metal Dealers - Collector Variation	Per Application	405.00	405.00	0%
Scrap Metal Dealers - Site New	Per Licence	510.00	510.00	0%
Scrap Metal Dealers - Site renewal	Per Licence	410.00	410.00	0%
Scrap Metal Dealers - Site Variation	Per Application	510.00	510.00	0%
Tattooing and Semi-permanent skin colouring- Register Business Premises and all Listed Qualified Practitioners- New	Per licence	480.00	480.00	0%
To keep dangerous wild animals	Per licence	750.00	750.00	0%
Zoo Licence - 6 year renewal	Per licence	7,450.00	7,450.00	0%
Zoo Licence - Grant (4 year licence)	Per licence	4,950.00	4,950.00	0%
Permit for public performance of hypnotism	Per Permit	90.00	90.00	0%
Classification of a film	per film	50.00	50.00	0%
Additional per minute of film	per minute	1.00	1.00	0%
Pavement licence 2 year initial	Per Licence	500.00	500.00	0%
Pavement licence 2 year renewal	Per Licence	350.00	350.00	0%
<b>Sex Establishment</b>				
Sex establishments (Shops, sex encounter premises & cinemas) New Licence	Per licence	6,625.00	6,625.00	0%
Transfer application	Per Application	382.00	382.00	0%
Variation or renewal	Per licence	3,475.00	3,475.00	0%
Variation or renewal no Hearing	Per licence	1,805.00	1,805.00	0%

## Licencing - Fees and Charges 2026/27

Description	Unit	2025/26	2026/27	% Change
<b>Vehicle Licensing</b>				
Duplicate/replacement licence	Per item	18.00	18.00	0%
Hackney carriage Change of vehicle	Per transfer	160.00	160.00	0%
Hackney Carriage Drivers	Three years	340.00	340.00	0%
Hackney Carriage Vehicles	One year	330.00	330.00	0%
Hackney Carriage Vehicles (Hybrid/Electric Vehicle)	One year	265.00	265.00	0%
ID badge	Per item	23.00	23.00	0%
Internal Plate and holder	Per item	13.00	13.00	0%
Knowledge Test Hackney Carriage Driver (first or retest)	Per test	95.00	95.00	0%
Knowledge Test Private Hire (first or retest)	Per test	66.00	66.00	0%
Knowledge Test Private Hire (School run only, first or retest)	Per test	45.00	45.00	0%
Missed appointment (without reasonable notice excuse)	Per appointment	70.00	70.00	0%
Private Hire Change of vehicle	Per transfer	160.00	160.00	0%
Private Hire Drivers	Three years	305.00	305.00	0%
Private Hire Operators alternative annual licence	One year (1/3 fee of 5 years licence)			
Private Hire Operators New/Renewal 1-5 vehicles	Five years	1,170.00	1,170.00	0%
Private Hire Operators New/Renewal 26+ vehicles	Five years	2,220.00	2,220.00	0%
Private Hire Operators New/Renewal 6-25 vehicles	Five years	1,700.00	1,700.00	0%
Private Hire Vehicle (Hybrid/Electric Vehicle)	One year	250.00	250.00	0%
Private Hire Vehicles	One year	320.00	320.00	0%
Replacement HCV plate	Per item	32.00	32.00	0%
Replacement Plate	Per item	32.00	32.00	0%

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## REVENUE BUDGET 2026/27

<b>Head of Service:</b>	Cagdas Canbolat, Director of Corporate Services (S151)
<b>Report Author</b>	Anna Clements, Senior Accountant
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None

### Summary

This report sets out budget estimates for income and expenditure for Licensing & Planning Policy services in 2026/27.

### Recommendation (s)

#### The Committee is asked to:

- (1) Recommend the 2026/27 service estimates for approval at the budget meeting of Full Council in February 2026.

### 1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2026/27.

### 2 Background

- 2.1 In February 2024, Full Council agreed the four-year Medium Term Financial Strategy to 2027/28 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 2.2 The figures in this report reflect the provisional local government finance settlement for 2026/27.
- 2.3 The figures in this report reflect the work undertaken by budget managers and finance staff to identify any changes in resourcing requirements, and the provisional local government finance settlement.

- 2.4 Service estimates for this Committee are included in the draft Budget Book 2026/27 that will be made available to all Councillors.
- 2.5 Estimates have been prepared on the basis that existing services to residents are maintained.
- 2.6 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
  - 2.6.1 The Budget Book contains the service estimates for 2026/27.
  - 2.6.2 Unavoidable cost increases and income reductions are reflected in the estimates.
  - 2.6.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
  - 2.6.4 All increases in charges are subject to approval by the Committee/Council.

### 3 Forecast Outturn 2025/26

- 3.1 Before considering the revenue estimates for 2026/27, this section provides a summary of the forecast outturn for the current financial year.
- 3.2 The probable outturn specifically for Licensing and Planning Policy Committee, as advised at Audit & Scrutiny Committee in November 2025, shows no net variance against budget as shown in the following table.

Licensing & Planning Policy Committee	Published Budget	Current Approved Budget	Forecast Outturn Q2	Forecast Variance
Service Group	£'000	£'000	£'000	£'000
Planning Policy & Development Management	1,268	1,241	1,241	0
Licensing	11	7	7	0
<b>Licensing &amp; Planning Policy Committee</b>	<b>1,279</b>	<b>1,248</b>	<b>1,248</b>	<b>0</b>

### 4 Proposals for 2026/27 Budget

- 4.1 The service estimates for 2026/27 are included in the draft Budget Book, circulated to councillors in January.
- 4.2 A summary of the Committee's service estimates for 2026/27 is shown in the following table:

Licensing & Planning Policy Committee	Published Budget 2025/26	Base Position 2026/27
Service Group	£'000	£'000
Planning Policy & Development Management	1,268	1,270
Licensing	11	17
<b>Licensing &amp; Planning Policy Committee</b>	<b>1,279</b>	<b>1,287</b>

4.3 The following table comprises a summary of the main changes to the Committee's proposed budget for 2026/27 compared with the published budget for 2025/26.

Licensing & Planning Policy Committee		Budget £'000
Published Budget 2025/26		1,279
Service Group	Change	
All	Variation in pay, pension (IAS19) & support service recharges	(18)
All	Increase in fees and charges	(45)
Place Development	Reduction in contributions from Place Development Reserves	35
Place Development	Increase in publicity and industry publications	15
Place Development	Plan X software costs	20
All	Sundry variances	1
<b>Base Position 2026/27</b>		<b>1,287</b>

4.4 The costs of development of the Local Plan are not included in the above budgets, except for those of permanent staff within the team. In December 2023, Strategy & Resources Committee agreed a sum of corporate project reserve funding for Local Plan workstreams, consultation and inspection periods and at present it is considered that the remaining balance is sufficient to see the Plan through to adoption.

## 5 Risk Assessment

Legal or other duties

### 5.1 Equality Impact Assessment

5.1.1 None arising from the contents of this report.

### 5.2 Crime & Disorder

- 5.2.1 None arising from the contents of this report.
- 5.3 Safeguarding
  - 5.3.1 None arising from the contents of this report.
- 5.4 Dependencies
  - 5.4.1 Other Policy Committees are also being presented with their budgets for approval in the January committee cycle.
- 5.5 Other
  - 5.5.1 In preparing the revenue budget estimates officers have identified the following main risks facing the Committee in delivering services within the budget. These budgets will require careful management during the year.

Service	Risk	Budget Estimate 2026/27	Risk Management
Place Development	<p><b>Medium:</b> The uncertainty of single, large applications can impact significantly on income. Applications, planning performance agreements and preapplications are dependent upon demand for development in the borough which is impacted by economic factors.</p>	<p>Total Budgeted Income £639k 10% change affects income by £64k; 25% change affects income by £160k</p>	<p>Monthly monitoring including analysing income against target continues. This includes regular budget monitoring reports in line with Financial Regulations.</p>
Licensing	<p><b>Medium:</b> Not reaching budgeted level of income from licensing.</p> <p>Loss of key licensees (i.e. taxi operators) to neighbouring boroughs.</p> <p>Risk of service users challenging level of fees charged.</p>	<p>Total budgeted income £661k; 10% change affects income by £66k. 25% change affects income by £166k.</p>	<p>Regular budget monitoring reports in line with Financial Regulations.</p> <p>Engagement with key licensees.</p> <p>Ensure all support services are appropriately re-charged to demonstrate full cost recovery.</p>

## 6 Financial Implications

- 6.1 The draft Budget Book 2026/27 is highly detailed; therefore any questions or queries should be sent to relevant officers in advance of the Committee meeting wherever possible.
- 6.2 **Section 151 Officer's comments:** These areas are at risk of financial pressure, particularly income from fees and charges, which carries a high risk of under recovery if service usage is not as forecast. It is essential that the Committee remains vigilant and proactive in managing these risks.

## 7 Legal Implications

- 7.1 The Council will fulfil its statutory obligations to produce a balanced budget and to comply with its policy on equalities.
- 7.2 Although there are no direct legal implications arising from this report, decisions taken about the budget will impact the services which can be delivered. In the event of any impact, there will need to be an equalities impact assessment in relevant cases.
- 7.3 **Legal Officer's comments:** None save as outlined above.

## 8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged:
  - Effective Council.
- 8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** None arising directly from the contents of this report.
- 8.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.
- 8.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

### 8.6 Local Government Reorganisation Implications:

## 9 Background papers

- 9.1 The documents referred to in compiling this report are as follows:

**Previous reports:**

- [2026/27 Strategic Financial Planning report to Strategy & Resources – 15 July 2025.](#)
- [2026/27 Budget Targets, Licensing & Planning Policy Committee, 25 November 2025.](#)

**Other papers:**

- Draft 2026/27 Budget Book.