

**CHANGES TO THE PROCEDURE FOR ISSUING METAL DETECTING LICENCES
ON EPSOM DOWNS**

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
Urgent Decision?	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Metal Detector Licences Procedure Notes 2016
<u>Other available papers</u> (not attached):	Minutes of the Conservators meeting held on 17 October 2013

REPORT SUMMARY

This report details a new procedure for the issuing of metal detecting licences on Epsom Downs. It also reviews the existing fee associated with the licence.

RECOMMENDATION (S)

1. That the Conservators note the changes to the procedure for issuing metal detecting licences as detailed at Annexe 1 to this report.
2. That the Conservators agree to increase the fee per licence to £40 for the 2017 calendar year.

Notes

1 Background

- 1.1 At the Conservators meeting on 17 October 2013, a decision was agreed to increase the annual charge of a metal detecting licence from £20 to £35. This reflected the fact that there had not been any increase for a number of years and the demand for permits remained high.
- 1.2 The number of available permits is capped at 20 and purchases are made on a first come first served basis.
- 1.3 On 31 October 2015, the Cash Office in Epsom & Ewell Town Hall closed to the public. This resulted in a need to review and change the existing procedure for issuing metal detecting licences.

2 New Procedure

- 2.1 Following the closure of the cash office a new on-line application and payment system has been developed. This system went 'live' at 12pm on the first working day in January i.e. Monday 4 January 2016.
- 2.2 Applicants were asked to complete an on-line form and were given the option to upload a photo of themselves for their photocard. Recognising the challenges this may present to some applicants, a further option to send the photograph via post was available.
- 2.3 Following the successful completion of the application form, the applicant was then taken to a secure on-line payment system. The licences were priced at £35 each and are valid until 31December 2016.
- 2.4 After 20 successful applications and associated payment transactions, the system closed. Successful applicants received notification of their completed transaction. Once the system had closed no further applications were accepted.
- 2.5 Photocards were issued by the Downs Manager following confirmation of completed application forms and payment transactions.
- 2.6 Annexe 1 to this report details the procedure for the applicant.
- 2.7 All previous applicants from the past three years had been contacted to ensure they were aware of the new procedure.
- 2.8 All 20 Licenses were purchased within 2 hours of them being made available through the online portal on 4 January 2016.

3 Review of Fees and Charges for Metal Detecting Licences in 2017- 2018

- 3.1 The maximum number of licences issued is 20 in any one year. As stated in paragraph 2.8 above, all twenty licences were purchased within 2 hours of their availability on 4 January 2016.
- 3.2 The fee for an annual Metal Detecting Licence has remained unchanged since the Conservators' decision to increase it from £20 to £35 in October 2013. It is proposed that the fee is increased to £40 in 2017 – 2018.

4 Conclusion and Recommendations

The Conservators are requested to note the new procedure for the issuing of metal detecting licences on Epsom Downs. They are further asked to consider the proposal that the fee for a Metal Detecting Licence for the 2017 calendar year is increased to £40.