

23 November 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

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Cleaner & Greener Advisory Committee

Supplementary Agenda 2

	Pages	Contact
7. Scrap Metal Fees Corrected errors within report	(Pages 1 - 8)	Sharon Bamborough Tel: 01732 227325
8. Review of Pre-Application Advice Charges & Other Admin Fees Corrected errors within report	(Pages 9 - 14)	Sharon Bamborough Tel: 01732 227325

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

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SCRAP METAL DEALER LICENCE FEES 2024-2025

Cleaner & Greener Advisory Committee - 23 November 2023

Report of: Chief Officer, Planning & Regulatory Services

Status: For consideration and decision

Also considered by:

- Cabinet

Key Decision: No

This report supports the Key Aim of: Safe Communities to aid in the reduction of crime within the District

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough, Head of Licensing Partnership Ext. 7325

Recommendation to Cleaner & Greener Advisory Committee:

That Cabinet be recommended to approve the appropriate fee levels as set out in paragraph 25 of the report.

Recommendation to Cabinet:

That, subject to the comments of the Cleaner & Greener Advisory Committee, the fees set out in paragraph 25 of the report be approved.

Reason for recommendation: To ensure that the Council complies with its Statutory duty under the Scrap Metal Dealers Act 2013 and ensure that the licensing of Scrap Metal Dealers is self-financing, in accordance with the Council's Service and Budget Plan.

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Introduction and Background

- 1 The Scrap Metal Dealers Act 2013 repealed the Scrap Metal Dealers Act 1964 (and related legislation) and Part 1 of the Vehicles (Crime) Act 2001, creating a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries. The Act maintains local authorities as the principal regulator, but gives them the power to better regulate these industries by allowing them to refuse to grant a licence to 'unsuitable' applicants and a power to revoke licences if the dealer becomes 'unsuitable'.
- 2 The licensing regime introduced by the Act is very similar to the licensing of taxi drivers and the issuing of Personal Licences under the Licensing Act. The suitability of applicants is based on a number of factors as outlined in the Act, including any unspent relevant criminal convictions. Whilst it is expected that straightforward applications will be decided under delegation to Officers, any applications with objections where the applicant wishes to make representations would need to be heard at a hearing, with an option to appeal their decision to the Magistrates' Court.
- 3 It had been expected that the Home Office would make regulations about the new Scrap Metal Dealer Act which would allow the Council to manage the licensing process in the same way it manages its other licensing functions, namely to delegate them to the Licensing Committee. Although the Act has come into force these regulations have not been made. This means that these matters are the responsibility of Cabinet rather than Council and the Licensing Committee. Delegations from the Leader to the relevant Officers are made separately.

Licences

- 4 Under the Act there are two types of licence; a site licence and a collector's licence, which are both administered by the local authority. Site managers need to be named on site licences. Collectors need a licence in each local authority area in which they collect. Both types of licence last for three years.
- 5 The local authority must be satisfied that the applicant is a suitable person to hold a licence before it can grant a licence. The scope of this requirement will include applicants, site managers, directors, secretaries and shadow directors of companies.
- 6 The Council requires a photograph to accompany the application for a Collector's Licence. The photograph forms part of the licence document and enables Officers to identify licensed collectors.

Determining Applications

- 7 Section 3 of the Act states that a Council must not issue a licence

unless it is satisfied the applicant is a suitable person to carry on a business as a scrap metal dealer, identified via a 'suitability test'. In the case of a partnership, the suitability of each partner will be assessed. In the case of a company, it means assessing the suitability of any directors, company secretaries, or shadow directors.

- 8 In assessing an applicant's suitability, the Council can consider any information considered relevant. The Council will be in a stronger position to defend any challenges to a decision to refuse a licence where the decision is based on the factors specifically listed in legislation, which includes whether:
- 9 The applicant or site manager has been convicted of a relevant offence or subject to any relevant enforcement action.
- 10 The applicant has previously been refused a scrap metal dealers licence or an application to renew a licence has been refused.
- 11 The applicant will be required to complete an application and declare that the information provided is correct. The applicant will commit an offence under the Act should they make a false statement, or recklessly make a statement which is false in a material way.
- 12 The authority will want to satisfy itself that an applicant is suitable by checking they do not have a previous relevant conviction, have not been the subject of enforcement action, or have been refused a licence. There is no requirement under the Act for applicants to provide a Basic Disclosure Certificate (BDC). However, this authority requires applicants to submit a Basic Disclosure Certificate provided by Basic Disclosure Scotland as part of the application process. The Council will require the certificate to be within 30 days of its issue when presented with the application.
- 13 Should an applicant refuse to supply a BDC this would be grounds for the Council to consider what further information was needed to judge whether the applicant was suitable to hold a licence. Refusal to submit a BDC would be grounds for the Council to decline to proceed with the application.
- 14 The Council requires an applicant to provide a Basic Disclosure Certificate (including standard and enhanced disclosures) that are no more than one month old at the time the application is submitted. The authority recognises that a Basic Disclosure Certificate will reveal only any unspent convictions on the Police national computer. The Certificate will not provide details of convictions for relevant offences secured by the Environment Agency or equivalent, or other local authorities. For any new applications, the authority will consult with the Environment Agency or equivalent and the Police. The authority will reserve the right to also contact any other local authority it feels necessary to determine the suitability of an applicant(s).

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- 15 In the case where a Basic Disclosure Certificate highlights a relevant conviction the authority will seek further information from the Police to enable the authority to better assess the applicant(s) suitability. The authority will also check public records held by the Environment Agency or equivalent to assess if any enforcement action has been taken against an individual. In certain circumstances it may be necessary to make direct contact with the above to assess if any on-going enforcement action is pending, which may not be held on a public register at the time of application.
- 16 If the Council should receive information that an applicant(s) has been convicted of a relevant offence, a judgement will be made whether to refuse or grant the licence. The Council will take into account any information received by an applicant or other bodies. The Council will consider the nature of the offence or enforcement action, the gravity of the offence or enforcement action, when the enforcement action was taken, or any other relevant information as defined by the Act.

Representations

- 17 In the case where the authority rejects an application(s), or revokes, or varies a licence, the Council will notify the applicant or licence holder by way of a written Notice. The Council will advise the applicant(s) or licence holder what the authority proposes to do and the reasons behind the action. The Notice will stipulate that the applicant/licence holder has the opportunity to make a representation, or let the authority know that they wish to. The applicant/licence holder has up to 14 days from the date of the Notice to respond.
- 18 If the applicant/licence holder does not make a representation, or does not say that they wish to in that time period, then the Council can refuse the application, or revoke, or vary the licence. Where the applicant states they want to make representations, the authority will provide a further reasonable period in which to do so. If the applicant fails to provide a representation within the agreed period then the authority will refuse the application, or revoke, or vary the licence.

Hearings

- 19 Where the applicant makes representations, the authority has to consider them in accordance with the Act. If the applicant wishes to make oral representations the authority will arrange a hearing. It is anticipated that these hearings will follow the procedures for hearings under the Licensing Act 2003. The Council anticipates that further guidance on hearings will be issued.
- 20 Should the Council refuse an application, revoke or vary a licence the applicant/licence holder will receive a Notice of Decision, which will set out the Council's reasons for its decision. The Notice will inform

the applicant, or licence holder of their right to appeal to the Magistrates' Court and, where the licence has been revoked or varied, the date under which that comes into effect.

Conditions

- 21 In cases where the applicant or any site manager has been convicted of a relevant offence, or where the authority is revoking a licence, the authority can impose conditions on the licence. The authority can impose one or both of two conditions, these conditions specify that:
- The dealer can receive scrap metal only between 9.00am and 5.00pm on any day, in effect limiting the dealer's operating hours; and/or
 - Any scrap metal received has to be kept in the form the dealer received it for a set period of time, which cannot be more than 72 hours.
- 22 There is no equivalent set of conditions for collectors.

Fees

- 23 The Act provides that an application for a licence must be accompanied by a fee. The fee will be set locally by each local authority on a cost recovery basis. Local authorities will have a duty to have regard to guidance issued by the Secretary of State which outlines the issues that should be considered when setting the fee and what activities the fee can cover. This fee will be an essential component of the new regime as it will provide local authorities with the funding they need to administer the legislation and ensure compliance.
- 24 There are currently 3 site licences in the Sevenoaks District.
- 25 The fees have been set for 2024-2025 to include the current inflationary cost and staffing costs of 7% set by Sevenoaks District Council and in liaison with Finance.

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Proposed Fee(s)

Type of Application	2023/2024 Current Fee	2024/2025 Proposed Fee
Site Licence - Grant (3 years)	£532	£570
Site Licence - Renewal (3 years)	£449	£481
Collectors Licence Grant/Renewal (3 years)	£324	£347
Minor administrative change to licence	£36	£39
Variation - change of site manager	£193	£207
Variation from collector to site licence	£230	£246
Variation from site to collector licence	£149	£160

Other options Considered and/or rejected

If Cabinet were minded not to approve these fees the Council would not be able to meet the Council's Service and Budget Plan or ensure the licensing of Scrap Metal Sites and Mobile Collectors was self-financing.

Key Implications

Financial

There are no financial implications resulting from this report. The cost of licence fees takes into account the need to maintain a 'self-financing' position for the service. The proposals contained in this report will achieve this.

Legal Implications and Risk Assessment Statement

Should parts of industry believe the authority's fees are at a level which is greater than the costs of the statutory functions then it would be open to them to undertake a 'judicial review proceeding'. Should this arise, the authority would need to evidence how it arrived at the fee levels to demonstrate that they have been calculated on a cost recovery basis only.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

None

Background Papers

None

Richard Morris
Chief Officer Planning and Regulatory Services

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LICENSING - REVIEW OF PRE-APPLICATION ADVICE CHARGES & OTHER ADMIN FEES

Cleaner and Greener Advisory Committee - 23 November 2023

Report of: Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

Status: For Decision

Also considered by:

- Cabinet

Key Decision: No

This report supports the Key Aim of: Supporting and developing the local economy and providing value for money.

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough , Ext. 7325

Recommendation to Cleaner & Greener Advisory Committee:

That Cabinet be recommended to approve the appropriate fee levels as set out in Appendix A.

Recommendation to Cabinet:

That, subject to the comments of the Cleaner & Greener Advisory Committee, the fees set out in Appendix A be approved.

Reason for recommendation:

To ensure that the licensing function is self-financing, in accordance with the Council's Service and Budget Plan.

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Introduction and Background

- 1 The pre-application advice service exists to offer applicants a value-for-money option of coming to experienced officers and being provided very clear advice on how to complete an application, what to apply for etc.
- 2 In addition to reviewing those charges, it is proposed to introduce a new charge for the Licensing Hub Team to offer pre-application advice/in depth assistance on completing applications for Special Treatments licensing.
- 3 Last year Licensing introduced some small admin charges, this had been driven by increasing demands on our processing team to:
 - Update / amend records with new contact details on lottery registrations,
 - to raise replacement invoices in circumstances where the licence holder hasn't advised on change of details but insists on having an invoice to pay the annual fee due.

Fees

- 4 The fees have been set for 2024-2025 to include the current inflationary cost and staffing costs of 7% set by Sevenoaks District Council and in liaison with Finance.

Available Options

- 5 To approve the proposed fees as set out in Appendix A.
- 6 To reject the proposed fees and continue to provide discretionary services at the existing rates. However, due to resourcing pressures, this option is not considered viable.

Preferred option

- 7 That the proposed fees set out in Appendix A be approved to come into effect 1st April 2024.

Key Implications

Financial

There are no specific financial implications resulting from the matters considered in this report, as the intent is to cover costs of this discretionary service and to maintain a 'self-financing' position for the service. The proposals contained in this report will achieve this.

Legal Implications and Risk Assessment Statement.

Section 93 of the Local Government Act 2003 introduced a general power for Best Value authorities to charge for discretionary services subject to having regard to the statutory guidance issued by the Secretary of State. The power came into force on 18 November 2003 and at the same time the ODPM (Office of the Deputy Prime Minister) issued guidance for local authorities on how to use this power: ‘General power for Best Value Authorities to Charge for Discretionary Services - Guidance on the Power in the Local Government Act 2003’.

The Guidance on the Power in Section 93 of the Local Government Act 2003 sets out the underlying principles for the introduction of charges for Page 73 Agenda Item 8 discretionary services. It stipulates that such charges must not provide a new source of income and should only cover the cost of provision, i.e. not make a profit. Charges must be based on principles set out in the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Best Value Accounting Code of Practice. A charge can only be made if the recipient agrees to the service.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.]

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council’s ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Conclusions

It is considered that resourcing costs will be better covered, because as a principle, Licensing should be self-financing.

Appendices

Appendix A - existing pre-application advice and other charges and proposed charges for 2024/25.

Background Papers

None

Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

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APPENDIX A

PRE-APPLICATION ADVICE BY OFFICERS

Covers applications for: Licensing Act 2003	Current Fee 2023/24	Proposed Fee 2024/25
<ul style="list-style-type: none"> • new premises licences • full variations of premises licence • new club premises certificate (CPC) • variation of CPC • provisional statement 		
Gambling Act 2005		
<ul style="list-style-type: none"> • new and variation applications 		
Up to one hour of advice regarding licence applications, including assistance in completing form (hourly rate)	£75.00	£80.00
site visit (to give advice) – up to one hour	£100.00	£107.00
Licensing Act 2003 - Minor variations – up to 30 mins advice on applications (including assessment as to whether suitable as a minor, suggestion on wording of proposed conditions, help completing application etc)	£35.00	£38
Hub team		
Licensing Act 2003	Current Fee 2023/24	Proposed Fee 2024/25
In depth assistance in completing application forms and advice on correct documentation for: <ul style="list-style-type: none"> • Transfer • Variation of Designated premises supervisor • Personal licence 	£40.00 (incl. VAT)	£43.00
In depth assistance in completing Temporary event notices and advice on limits etc	£15.00 (incl. VAT)	£16.00
London Local Authorities Act 1991 part V – Special Treatments - in depth assistance on licence applications per hour	Not currently offered	£50.00
Other admin charges	Current Fee 2023/24	Proposed Fee 2024/25

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Upon request of licence holder, amend and re-issue invoice for statutory annual fee	£10.00	£11.00
Upon request of licence holder, amend contact details for lottery registration	£10.00	£11.00