

Mid Devon District Council

Equality Impact Assessment Form

NAME OF NEW OR REVISED PROPOSAL	Amend locally set Licensing Fees
SERVICE AREA	Licensing
CONTACT OFFICER	Tom Keating, Lead Licensing Officer
DATE FOR NEXT REVIEW OR REVISION	When the fees are next reviewed

PURPOSE OF THE PROPOSAL

1	What is the proposal intended to achieve? The authority has a statutory duty to administer certain licences, registrations and permits. A number of these have fees attached. Some fees are set centrally by government e.g. alcohol licences, some permits such as street collections for charities are free of charge and the remaining can be determined locally in order to recover the cost of providing a particular service. Fees set locally must be reviewed to ensure that the Authority is complying with the requirements of both the legislation and relevant case law.
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2	Who are the service users affected by the proposal? People applying for licences and permits. The proposed fees will apply equally to everyone.
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IMPACT ON THE PUBLIC AND STAFF

3	Does the proposal ensure that everyone has an equal access to all the services available, or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? The Council ensures that it treats all individuals and organisations that are renewing or making new applications for licenses, with equal respect. Fees apply across the board to everyone and applications can be made in person by appointment, on line and by post.
	Actions required None

4	<p>What are the consequences of the above for specific groups?</p> <p>Information on the impact of fee increases on specific groups is not available. All applicants are subject to payment of fees irrespective of their individual characteristics or circumstances.</p> <p>The authority is entitled to recover the cost of these specific licensing functions.</p>
	<p>Actions required</p> <p>None</p>

INFORMATION COLLECTION

5	<p>Is full information and analysis of users of the service available?</p> <p>Users of the licensing service are not restricted to those who apply for licences. It also includes the public that use the services of the licensed activity. There is no specific information or analysis of users of the service.</p> <p>Applicants apply for a wide variety of licences and permits dependent on the business that they operate and the legislation controlling specific activities. The Government sets legislation and licence requirements, the Licensing service then has an obligation to administer the licensing regime within the parameters set out by legislation. Failure to obtain the correct licence, registration or permit can render a person guilty of offences for which they can be prosecuted. An applicant must satisfy the requirements of the legislation licensing requirements prior to the grant of a licence.</p>
	<p>Actions required</p> <p>None</p>

CONSULTATION

6	<p>What consultation has taken place?</p> <p>There is a statutory requirement to advertise some fees but this is not the case for the fees under consideration here. As a result, no consultation has taken place.</p>
	<p>Actions required</p> <p>None</p>

MONITORING AND REVIEW

7	How will the proposal be monitored? Fees are regularly reviewed and numbers of applications can be compared year on year to assess any possible impact. It should be noted that there are many other factors that can influence changes in demand for various licences.
	Actions required When reviewing fees, consider the average number of applications year on year. If there is a significant decrease this will be analysed to ensure it is not an equality related issue.

8	How will the above be evaluated? As above and consider any action required in light of results.
	Actions required As above

9	Have any support / guidance / training requirements been identified? No
	Actions required None

10	Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here. N/A
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COMPLETED BY:	Tom Keating
POSITION:	Lead Licensing Officer
DATE:	23 November 2017
NAME OF HEAD OF SERVICE:	Simon Newcombe